

# **Westwood Junior High School**

## **Code of Conduct**

**2025-26**



Westwood High School Junior Campus is a school dedicated to the encouragement of excellence. All students have the right and responsibility to excel intellectually, physically, spiritually, and socially. The values of self-respect, respect for others, and respect for our school environment are essential to create a safe and nurturing environment in which this can occur.

As a member of the school community, every student has the responsibility to develop and promote positive values that reflect this Westwood High School ideal. The purpose of school discipline is to instill and foster behaviour necessary to achieve excellence and responsibility.

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

All students have the right to be physically and emotionally secure at Westwood High School. At the same time, each student has the responsibility to allow others to have that same security. Each student is aware that his/her actions can have an impact on the well-being and comfort of others. There will be no display of violence, whether directed at a fellow human being or property.

## **ATTENDANCE AND PUNCTUALITY**

Absence line: (514) 798-4500, ext. 3

Absence e-mail: [wwjrattendance@lbpearson.ca](mailto:wwjrattendance@lbpearson.ca)

1. Parents are required to call the school to report their child's absence, early departure, or late arrival.
2. In addition to the phone call, we ask parents to email the absence email address or write a signed note.

Phone message: Please only leave your name, the student's full name, the reason, and the date of the absence, early departure, or late arrival.

- All notes must be presented by the student to the Main Office BEFORE the beginning of 1st period or upon arrival, if late. The Main Office opens at 7:45 am.
- Students who need to go home due to illness MUST call their parents from the Main Office ONLY. Students must NOT contact their parents via cell phone/electronic device. The Office needs to know that the student is ill, and the call has been made.
- Parents MUST call the main office upon arrival, the office will then dismiss the student once confirmed.
- Students are NOT permitted to leave the school premises at lunch & recess without being accompanied by their parents.
- Students are responsible for work missed during an absence or suspension
- Students are expected to come to class on time, prepared to learn with all the proper materials required for class.

## **HOLIDAYS AND 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.

The student is responsible for work missed during an absence.

## **STUDENT VISITORS**

For safety reasons, student visitors are not permitted to visit during school hours including recess and lunch. All visitors must report to the Main Office immediately upon arrival and sign in.

## DRESS CODE

All Westwood High School parents are asked to support the school's dress code by seeing that their child is wearing **WESTWOOD SPIRIT WEAR**.

Below are SOME guidelines to follow:

- Westwood spirit wear items only must be worn on top. (Non-Westwood wear items may not be worn underneath Westwood cardigans)
- Westwood spirit wear clothing items must adhere to the following:
  - Spirit wear items must be in school colours (burgundy, grey or black)
  - Spirit wear items must have the school logo and/or the "W" and/or the name Westwood
  - Spirit wear items must not be altered in any way.
- Clothing/jewelry which depicts drugs, alcohol, beer, violence, profanity, or inappropriate language/message may NOT be worn.
- Hoods, hats, bandanas may be worn OUTDOORS only.
- NO sheer clothing.
- NO pyjama pants.
- NO undergarments are permitted to be visible.
- Midriff must NOT be exposed.
- Shoes must be always worn in the school.
- Jackets are not to be worn in classrooms.

**\* Westwood reserves the right to decide what is deemed appropriate for school.**

***WWJR has adopted a three-strike policy for inappropriate dress:***

**1st Offence (warning):** Students will be given T-shirts or sweatpants to wear from the Main Office. Parents will be notified.

**2nd Offence:** Students will be given a Westwood T-shirt or sweatpants to wear from the Main Office. Parents will be notified, and an in-school detention will be assigned.

**3rd Offence:** Students will be suspended for the day. Parents will be contacted to pick up their child.

**Physical Education Dress Code:**

Westwood Phys. Ed. Shirt, Athletic shorts or pants, and running shoes.

WWJR has a uniform and a mandatory physical education t - shirt for all WWJR students. All students must adhere to it daily, during physical education classes and during all school activities when required. To facilitate the purchase, WWJR proposes a supplier, however parents may purchase their own uniform/physical education t shirt as long as the items purchased comply with the school uniform. If parents purchase the clothing items on their own, the parents are responsible to add the school logo to the clothing items. Parents can contact the principal for the logo which may have an additional cost.

## **CELL PHONE POLICY**

**If at any time during office hours (7:30AM-3:30PM) a student needs to be reached, parents can contact the Main Office, and the support staff will contact the student.**

This policy is intended to ensure that personal electronic devices at Westwood Junior 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 and iPods, and any other similar personal electronic devices. This policy does not include laptops, Chromebooks, and tablets. Westwood Junior encourages students to bring their own Chromebook or laptop, however these devices may only be used in the classroom with the teacher's permission.

**Between 7:50 am and 2:20 pm cell phone use is not permitted at any point in or on school property.**

- Any student who is caught with their cell phone during the school day between 7:50 AM (the first bell) and 2:20 PM (end of day bell) will have their cell phone confiscated until the end of the day for a first offence. Students may then pick their cell phone up from the Main Office after 2:20PM.
- Cell phones may not be used during the school day (including morning recess, lunch and passing time) by students for any reason including checking the time, texting, calling, watching videos, listening to music, playing games, checking social media, taking pictures.
- All forms of headphones or earbuds are not permitted in accordance with the policy unless a teacher /medical expert requires the device.
- Phones will not be permitted for purchasing purchases in the cafeteria.

**1st Offence** - confiscation for the remainder of the school day.

**2nd Offence** - cell phone is confiscated and must be turned off before remaining in the office for the entire school day (7:50am - 2:20pm) for 5 days.

**3rd Offence** - cell phone is confiscated. Parents will be required to pick up the cell phone at the Main Office. The cell phone will not be returned to the student.

If any staff member asks for a student's cell phone, the student must give it to the staff member immediately. Failure to do so, will be viewed as an act of insubordination, and the student will receive the appropriate consequence.

If communication is urgent between a parent and child, a phone in the Main Office will always be available to the student. Parents wishing to contact their child should contact the office and a message will be relayed at the appropriate time.

Please be advised the school will not be held responsible for any damages or stolen cell phones.

## **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. The consequences of any such behaviour by students will be severe.

The school reserves the right to search any student or his/her locker, if that student is suspected of having tobacco, drugs or illegal substances or stolen items.

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:

- a) The police shall be called to investigate.
- b) The student(s) may be expelled.

## **SMOKING AND VAPING**

Smoking or vaping on school property is prohibited at all times. Bill 112 of the Quebec Tobacco Act prohibits smoking or vaping on school grounds. All types of electronic cigarettes are also not allowed to be used on school property. Possession of vapes, and vape paraphernalia is prohibited. If any students are in the presence, or possession of a vape, or being in a closed location (e.g: bathroom stall, locker-room etc.) with someone vaping, consequences may apply.

## **CYBER MISCONDUCT**

Cyber-misconduct involves the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behaviour by an individual or group, which harms others whether intentional or not.

All members of the WWJR 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 WWJR 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>)

## **BULLYING AND VIOLENCE**

**Bullying:** Refers to any repeated direct or indirect behaviour, 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 – Junior 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.

## **SEXUAL HARASSMENT**

Sexual harassment is a type of discrimination based on sex. When someone is sexually harassed in school, it can undermine their sense of personal dignity and safety, disrupt their education, and interfere with their ability to reach their full potential in life. If left unchecked, sexual harassment in the school setting has the potential to escalate to violent behaviour, including sexual assault.

Some examples of sexual harassment are:

- \* asking for sex in exchange for a benefit or a favour
- \* repeatedly asking for dates, and not taking "no" for an answer
- \* demanding hugs
- \* making unnecessary physical contact, including unwanted touching
- \* using rude or insulting language or making comments toward girls and women (or boys and men, depending on the circumstances)
- \* calling people sex-specific derogatory names

- \* making sex-related comments about a person's physical characteristics or actions
- \* saying or doing something because you think a person does not conform to sex-role stereotypes
- \* posting or sharing pornography, sexual pictures or cartoons, sexually explicit graffiti, or other sexual images (including online)
- \* making sexual jokes
- \* bragging about sexual prowess
- \* bullying based on sex or gender
- \* spreading sexual rumours or gossip (including online)

### **Sexto:**

WWJR is in a partnership with SPVM/SQ. 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 giving the phones to the police. More detailed information can be found at this link: <https://spvm.qc.ca/en/Jeunesse/SEXTO>

Any student who engages in sexual harassment will be dealt with in accordance with the WWJR Code of Conduct and the WWJR ABAV policy and will be subject to disciplinary action.

### **GENDER -BASED HARASSMENT**

Gender-based harassment is a form of sexual harassment that is used as a “gender policing tool” to enforce conformity with sex-role stereotypes. Gender-based harassment can be particularly damaging to adolescent students who are struggling with their identities, and trying to come to terms with their sexuality, peer pressure, and their desire to fit in. Students who are perceived as not conforming to stereotypical gender norms may be particularly vulnerable to gender-based harassment.

Any student who engages in gender-based harassment will be dealt with in accordance with Lester B. Pearson School Board Safe & Caring School Policy and will be subject to disciplinary action.

### **WASHROOMS**

Students are not allowed to gather and hang out in the washrooms. Students gathering in a single stall will face disciplinary actions.

### **VANDALISM**

Any vandalism to the school and its environment will not be tolerated. Students partaking in vandalism will face swift disciplinary action and be required to participate in community service afterwards.

### **RESPECT**

Disrespectful behavior towards other students or WWJR staff including profane language, theft etc.... is unacceptable and will result in disciplinary action.

## **BUS / SCHOOL TRANSPORTATION**

Parents who are concerned about a bus problem (a bus often late or a bus that does not arrive, a problem with a route, etc.) should phone the Transportation Department at (514) 422-3001 or visit the Transportation website <https://transportation.lbpsb.qc.ca> .

- Transportation services are offered to our students to bring the students to school and to return the students home after school ONLY.
- Students are NOT permitted to take a friend's bus to go to their friend's house even with a note from parents.
- Parents must make alternative arrangements when away on vacation or for any other reason. No temporary bus pass will be issued.

**Bus Pass:** Students MUST have their bus pass with them during the entire school year. The bus pass is the property of the school board and may not be loaned or transferred to another student. Student bus passes are available on the Parent Fusion Portal.

**Late bus:** Special bus routes will be provided, and late bus passes will be provided to those students involved in supervised afterschool activities ONLY (i.e. tutoring, homework program, music, sports or special events). Details (time, days & cost per ride) will be finalized in September of every school year. Late bus routes are posted on the school's website.

**Transportation of equipment:** Students are permitted to carry ONLY their school bag and/or lunch box\* on the school bus. Any other items MUST be brought to school by the parents. \*Ice-skates may be allowed provided they are enclosed in the student's school bag.

## **PARENTS DROPPING OFF/ PICKING UP THEIR CHILD**

For safety reasons:

- We highly recommend that parents refrain from dropping off their child at school before 7:30 am.
- Use the **drop off/bus lane** when dropping off your child in the morning.
- The **staff parking lot** may be used for dropping off after 8:00AM.
- The **staff parking lot** may not be used for picking up between 2:15PM- 3:00PM.
- Parents may use **the bus lane for pick up** after 2:45 PM.
- Respect the one-way signs at the front of the school. Students are NOT to walk across the bus. parking lot to meet their parents.



## **SCOOTERS**

The use of scooters by students to and from school is a privilege. Students and parents must sign a contract with the school's administration highlighting the fact that they understand the regulations regarding the use of scooters while at school.

Any student not respecting the conditions on the contract will not be granted permission to bring their scooter to school.

## **SKATEBOARDS / IN-LINE SKATES / BICYCLES**

- Skateboards, in-line skates, and shoes with wheels are not to be used on school property.
- Students MUST wear appropriate safety equipment when coming to school. Skateboards and in-line skates CANNOT be transported on the school buses.
- Students MUST secure their bicycle to the bike rack. The school is not responsible for any loss or damages done to bicycles, skateboards and in-line skates.

## **LOITERING**

Students are not permitted in the school after school hours UNLESS involved in a school activity supervised by a staff member. Students found in school after school hours without permission will be asked to leave and assigned appropriate consequences. Parents could be called to come and transport students' home.

## **BAGS / BACKPACKS / SCHOOL BAGS**

Students are to keep their bags in their lockers during school hours.

## **CAFETERIA**

Students are NOT permitted to order food from other facilities and have it delivered to school. The unauthorized selling of food or drinks or other goods by students on school property is prohibited at all times and will face consequences accordingly.

**For cafeteria services, students may only pay using cash, debit card, or prepaid cafeteria card. Phones and smart watches are not to be used as payment methods.**

## **LIBRARY**

Students may borrow up to 3 books for a 3-week period.

If a book is lost or severely damaged, the student must pay the full cost of replacing it.

Individual students coming to the library during class time must bring a note from their teacher.

The library is open to students freely during recess and lunch, but students are expected to do homework or to read quietly.

The school computers in the library are to be used for schoolwork purposes only.

NO food or beverages may be consumed in the library. Water bottles are acceptable as long as they remain closed.

Lunch bags and jackets are not allowed in the library and must be put away in lockers.

#### **Deposit for Chromebook or Technological device:**

A deposit will be charged to parents that need to borrow a device for educational purposes from the school. The deposit is \$50.00, and it will be returned at the end of the school year. Students must return the device in the condition it was given to them. Students and Parents must sign an agreement to this end.

#### **TEXTBOOKS**

Textbooks, and novels, (class sets) are the property of the Lester B. Pearson School Board and must be returned at the end of every school year or upon withdrawal from school during the term.

Any loss or damage beyond reasonable wear must be paid for in full. Once a textbook has been issued, it is the student's responsibility to look after it carefully.

#### **LOST AND FOUND**

Anyone finding books, clothes or other articles is requested to return these items to the Main Office.

- Unidentified articles such as clothing, lunch boxes, shoes, binders, workbooks, etc. are stored at the back of the cafeteria in the marked shelving unit.
- Lost jewelry, cell phones, electronics are kept at the Main Office.
- Students are advised not to bring large sums of money or valuable articles to school.

The school is not responsible for any lost or stolen items.

#### **EXTRA CURRICULAR RESPONSIBILITY**

A school is reflected in its students. Westwood High School expects that all students behave appropriately whether they are in school, in transit, or participating off premises in any school-organized activity.

Students must demonstrate to the teachers, advisors and/or coaches that they deserve to participate in an activity. Being a member of a school team or a co-curricular activity is a privilege, not a right.

Participation in extra-curricular activities is subject to regular school attendance, consistent effort in a student's schoolwork and appropriate behaviour. If any of the above is not being followed, a student may be withdrawn from the activity/ies. Participation is subject to approval by the school administration.

Inappropriate behaviour during a field trip/excursion may result in the student being sent home at the parents' expenses, and he/she may be excluded from future field trips/excursions.

## **LOCKS & LOCKERS**

All students must have a combination lock for their locker. Students are assigned a locker for the school year and are not permitted to share lockers unless authorized by the administration. 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 WWJR 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.

- School-issued locks are distributed to every student and are to be used for their full duration at Westwood Jr. Lockers are on loan to students and remain the property of the school. School authorities may at any time search a locker to verify its content.
- Students are advised not to share their combinations with other students.
- The school administration must know the combination to each student's lock as the school has the right to open lockers in the case of fire, food spoilage, or reasonable suspicion that contraband is stored in lockers.
- The school assumes NO responsibility for lost or stolen belongings.
- Students are to stay in their assigned locker. NO switching lockers with any other student without approval from administration.
- Lockers are on loan to students and remain the property of the school. They must not be damaged in any way. Students are responsible for the condition of their locker. If a locker is vandalized, the student(s) must immediately report this incident/damage to the office. Otherwise, the student(s) will be expected to pay for any and all repairs to their locker.

## **MEDICATION**

School staff is not authorized to give any medication (Tylenol, Advil, Aspirin, Benadryl, Polysporin, etc.) to students.

- Prescribed medication on a daily basis will be kept in the Resource room.
- Prescribed medication for severe allergies/diabetes is to be kept at the Main Office.

## **FIRE / EMERGENCY EVACUATION**

During fire evacuations and other emergencies, everyone in the school must leave the building as quickly as possible without resorting to running, responding as quickly as possible to instructions given by teachers and staff members, and observing the necessary “no talking” rule in force during the evacuation of the building.

Tampering with a fire alarm and/or fire extinguishers will result in a fine being levied.

FOR SAFETY PURPOSES, STUDENTS MUST:

- Follow the teacher’s instructions at ALL TIMES.
- Walk with the classmates IN SILENCE to the exit indicated by the teacher.
- Walk and stand outside in a straight single line with their group to the designated area.
- Stay with their class IN SILENCE (do not mix with other classes).
- Keep silent as teachers must take attendance and wait for further instructions given by the firemen or the principal.
- Students who happen to be away from their classroom (washroom, etc.) when the fire alarm goes off, are to proceed outside using the closest exit and MUST immediately report to one of the secretaries – They must not try to find their class.

## **ALERTING CODE SYSTEM**

The following codes are to be used by all personnel in the Lester B. Pearson School Board for alerting dangers. For all the color codes, everyone on staff should be well versed in what to do in each case.

**CODE RED:** Lockdown i.e., violent person(s) in the building.

Close and lock doors and windows.

DO NOT leave the room and gather students on the floor out of the sightline of the intruder(s).

**CODE YELLOW:** Be prepared for an evacuation.

Prepare students, get attendance book, and wait for more information.

**CODE GREEN:** Everyone reports to a certain collection area inside the building i.e., gym, etc.

**CODE BLUE:** Open the windows and wait for more information.

## **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.

## **MISBEHAVIOUR AND CONSEQUENCES**

In instances where students fail to uphold their designated responsibilities, the administration will implement appropriate disciplinary measures, considering the severity, recurrence, and specific circumstances of the behavior in question. It is important to emphasize that all sanctions are administered with a dual focus: prioritizing the safety and well-being of the entire student body, while also supporting the long-term rehabilitation and reintegration of the student who has committed the offense.

### **Consequences for Unacceptable Behaviors:**

These consequences may include, but are not limited to:

- Discussion - conference with student(s); phone call and/or letter to parent(s)
- Counselling
- Removal of privileges
- Lunchtime detention(s)
- Detentions held after school, during early-dismissal days or on ped. days
- Community service
- In-school suspension
- Out-of-school suspension(s)
- Serving all or part of the suspension at another Lester B. Pearson school
- Transfer to another school
- Expulsion

Chronic offenders could be suspended, or in very serious offences, the school may recommend to the School Board that the student be expelled.

While a student is suspended, he or she is not permitted to take part in any school activity or be on school property.

In situations where students behave in ways that are against the law, the appropriate outside agency will be called in for assistance.