



## WMEMS School Code of Conduct

### Introduction

It is our clear expectation that students and staff must at all times behave in a respectful manner and comply with the *WMEMS School Code of Conduct*.

WMEMS is committed to providing a learning atmosphere that is safe, happy and secure. Simply put, bullying and abusing others is unacceptable. We believe that a well-disciplined environment is essential to the learning process. Mutual respect, co-operation, kindness and consideration for the needs of others are but some of the virtues that are to be evident in our students and staff. When parents/guardians enroll their children at WMEMS, one of the conditions they accept is that their child/ren will comply readily with the *WMEMS School Code of Conduct*.

All staff members work together to create a positive and peaceful learning environment. Students will be informed about what the expectations are for appropriate behaviour and the consequences that can be expected should they not meet these expectations.

In situations of persistent misbehavior or gross misconduct, the principal, teacher and parent will be involved in determining an appropriate course of action. Students, who have a long-term negative influence on the school, thereby deteriorating the quality of education for other children, may be required to leave the school.

### Disciplinary Consequences

WMEMS is committed to working with students and families when difficult situations arise. Our goal will always be to correct behavior and to do so in a loving and caring manner, while adhering to the mission of the school and minimizing risk to others. Many factors are taken into account when making decisions about disciplinary consequences. A student's age, stage of development, capacity for understanding and severity of the infraction are a few of the items that are taken into account.

Consequences for behavior in violation of the *WMEMS School Code of Conduct* can vary from an informal discussion to suspension or expulsion. For an in full explanation of disciplinary consequences utilized within WMEMS Schools please see the *WMEMS Discipline Policy*. The Principal maintains the authority to determine which consequences are appropriate in a given situation. Parents are free to voice concerns with the process and may utilize the *WMEMS Concern Protocol* to do so.

**WMEMS School Code of Conduct**

Behaviour	Expectations	Prevention/Intervention by school staff	Indications of appropriate behaviour	Consequences of inappropriate behaviour
<b>1. Respect for God</b>	Students are expected to: <ul style="list-style-type: none"> <li>Show honour and respect for God in all our school and classroom activities</li> </ul>	Staff will: <ul style="list-style-type: none"> <li>By example act as appropriate role models</li> <li>Explain the Christian rationale for this type of behaviour</li> </ul>	Students will: <ul style="list-style-type: none"> <li>Refrain from using God's name in vain in the school setting and at school initiated activities</li> <li>Display a positive attitude toward WMEMS Christian philosophy</li> </ul>	One or more of the following actions will be taken if a student does not meet these expectations: <ol style="list-style-type: none"> <li>Interview with student by teacher/supervisor.</li> <li>Parent/guardian contact</li> <li>Removal of privileges</li> <li>Interview with student and administration</li> <li>Contract for improvement</li> <li>Temporary removal from class (suspension)</li> <li>Meeting with parent/guardian</li> <li>In-school suspension (length determined by administration)</li> <li>Suspension from school</li> <li>Expulsion from school</li> </ol>
<b>2. Respect for others</b>	Students are expected to: <ul style="list-style-type: none"> <li>Treat each other with respect and courtesy and respect the right of fellow students to a school environment free from fears, prejudice and distractions</li> </ul>	Staff will: <ul style="list-style-type: none"> <li>By example, act as appropriate role models</li> <li>Discuss school policy regarding respect for others</li> </ul> Use special programs and presentations to enhance respect for others (i.e. Second Step, chapels, devotionals)	Students will: <ul style="list-style-type: none"> <li>Demonstrate a cooperative attitude toward fellow students</li> <li>Be respectful in physical and verbal interaction with other students</li> <li>Use appropriate language</li> <li>Respect the right of others to learn without disruptions</li> </ul> Respect the multi-cultural nature of the school	One or more of the following actions will be taken if a student does not meet these expectations: <ol style="list-style-type: none"> <li>Interview with student by teacher/supervisor</li> <li>Parent/guardian contact</li> <li>Removal of privileges</li> <li>Interview with student and administration</li> <li>Contract for improvement</li> <li>Temporary removal from class</li> <li>Meeting with parent/guardian</li> <li>In-school suspension (length determined by administration)</li> <li>Suspension from school</li> <li>Expulsion from school</li> </ol>
<b>3. Respect for Property</b>	Students are expected to: <p>Respect personal property, school property and the property of others</p>	Staff will: <ul style="list-style-type: none"> <li>By example, act as appropriate role models regarding care of classroom and building</li> <li>Encourage students to take responsibility to protect their property</li> <li>Discuss the classroom aspects of theft and vandalism</li> </ul>	Students will: <ul style="list-style-type: none"> <li>Demonstrate respect towards personal and school property and the property of others</li> </ul> Contribute to maintaining and enhancing a clean and positive school environment	One or more of the following actions will be taken if a student does not meet these expectations: <ol style="list-style-type: none"> <li>Interview with student by teacher/supervisor</li> <li>Parent/guardian contact</li> <li>Interview with administration</li> <li>Restitution for damage or theft</li> <li>In-school suspension</li> <li>Suspension from school</li> <li>Expulsion from school</li> </ol>

<p><b>4. Respect for Authority</b></p>	<p>Students are expected to: Respect all school staff, volunteers and all school policies</p>	<p>Staff will:</p> <ul style="list-style-type: none"> <li>• By example, act as appropriate role models</li> <li>• Approach the education of students in a respectful manner</li> </ul> <p>Discuss school policy regarding respect for authority</p>	<p>Students will:</p> <ul style="list-style-type: none"> <li>• Demonstrate a cooperative attitude towards staff members</li> <li>• Use appropriate oral, written and body language</li> </ul> <p>Be respectful in physical and verbal interaction with staff and other adults in the building</p>	<p>One or more of the following actions will be taken if a student does not meet these expectations:</p> <ol style="list-style-type: none"> <li>1. Interview with student by teacher/supervisor</li> <li>2. Parent/guardian contact</li> <li>3. Removal of privileges</li> <li>4. Interview with student and administration</li> <li>5. Contract for improvement</li> <li>6. Temporary removal from class</li> <li>7. Meeting with parent/guardian</li> <li>8. In-school suspension (length determined by administration)</li> <li>9. Suspension from school</li> </ol>
<p><b>5. Punctuality</b></p>	<p>Students are expected to: Be punctual when attending classes and all school related activities (i.e. recesses, chapels, changing for Physical Education)</p>	<p>Staff will:</p> <ul style="list-style-type: none"> <li>• By example, act as appropriate role models</li> </ul> <p>Discuss school attendance policy</p>	<p>Students will:</p> <ul style="list-style-type: none"> <li>• Be on time for classes</li> <li>• Check in at the office if late or absent at 8:55am or 12:55pm</li> <li>• Check out at the office when leaving for appointments and check back in upon return</li> </ul> <p>Parents/Guardians will:</p> <ul style="list-style-type: none"> <li>• Phone to inform the school when a student is going to be late</li> <li>• Provide notes for appointments</li> </ul>	<p>One or more of the following actions will be taken if a student does not meet these expectations:</p> <ol style="list-style-type: none"> <li>1. Interview with student by teacher/supervisor</li> <li>2. Parent/guardian contact</li> <li>3. Interview with administration</li> <li>4. Contract for improvement</li> <li>5. Meeting with parent/guardian</li> <li>6. In-school suspension</li> <li>7. Suspension from school.</li> <li>8. Expulsion from school</li> </ol>
<p><b>6. Proper Dress</b></p>	<p>Students are expected to:</p> <ul style="list-style-type: none"> <li>• Wear clothing appropriate for the school setting</li> </ul> <p>See “dress code “policy</p>	<p>Staff will:</p> <ul style="list-style-type: none"> <li>• By example, act as appropriate role models</li> </ul> <p>Discuss appropriate dress with students</p>	<p>Students will:</p> <ul style="list-style-type: none"> <li>• Wear footwear appropriate to the occasion</li> <li>• <u>Not</u> wear hats in school during classes or lunch hour</li> <li>• Wear clothes that are suitable for our wide range of climactic conditions</li> </ul> <p><u>Not</u> wear revealing clothing or clothing with offensive logos and/or pictures</p>	<p>One or more of the following actions will be taken if a student is wearing inappropriate clothing, including those with offensive logos or pictures:</p> <ol style="list-style-type: none"> <li>1. Will be asked to change into appropriate clothing</li> <li>2. Will be asked to discontinue wearing the offensive item of clothing to school</li> <li>3. Will be sent home, if necessary, to change once parents have been contacted.</li> <li>4. In-school suspension (length determined by administration)</li> <li>5. Suspension from school</li> <li>6. Expulsion from school</li> </ol>

<b>7. Substance Abuse</b>	Students are expected to: <u>Refrain</u> from using, possessing or being under the influence of alcohol, tobacco, cannabis (marijuana) and non-medical drugs (illicit/illegal substances) at school, within the school, school grounds or within the context of a school initiated activity.	Staff will: <ul style="list-style-type: none"> <li>By example, act as appropriate role models</li> <li>Make use of special programs and presentations to promote a healthy lifestyle</li> </ul>	Students Will; <ul style="list-style-type: none"> <li><u>Refrain</u> from bringing alcohol, tobacco, cannabis (marijuana) and non medical drugs (illicit/illegal substances) on to school property and to school initiated functions</li> </ul>	One or more of the following actions will be taken if a student does not comply with one of these expectations: <ol style="list-style-type: none"> <li>Confiscation of substances</li> <li>Referral to administration</li> <li>Parent/guardian contact</li> <li>Police may be contacted</li> <li>Suspension from school</li> <li>Expulsion from school</li> </ol>
<b>8. Possession of a weapon</b>	Students are expected to: <ul style="list-style-type: none"> <li><u>Not</u> be in possession of a weapon. (i.e. pocketknives, matches etc.)</li> </ul>	Staff will: <ul style="list-style-type: none"> <li>Discuss with students in classrooms what may be considered a weapon</li> </ul>	Students Will: <ul style="list-style-type: none"> <li><u>Not</u> bring a weapon to school or school sponsored activity</li> <li><u>Not</u> use any instrument as a weapon</li> </ul>	One or more of the following actions will be taken if a student brings a weapon to school: <ol style="list-style-type: none"> <li>The weapon will be seized</li> <li>Parents/guardians will be contacted</li> <li>Suspension from school</li> <li>Police will be contacted</li> <li>Expulsion from school</li> </ol>
<b>9. Gang Behaviour</b>	Students are expected: <ul style="list-style-type: none"> <li><u>Not</u> to participate in gang activities or wear gang-related clothing, jewelry, and other paraphernalia</li> </ul>	Staff will: <ul style="list-style-type: none"> <li>Discuss with students in classrooms (age-appropriate) what is considered gang behaviour and gang clothing and paraphernalia</li> </ul>	Students will; <ul style="list-style-type: none"> <li><u>Not</u> wear gang related clothing, jewelry, or tattoos</li> <li><u>Not</u> participate in any gang-related activities</li> </ul>	One or more of the following actions will be taken if a student is involved in gang activities: <ol style="list-style-type: none"> <li>Parents will be contacted</li> <li>Students will be expected to remove any gang related paraphernalia and change their clothes if they are wearing gang-related clothing</li> <li>Mediation between students or groups of students</li> <li>Suspension from school</li> <li>Police will be contacted</li> <li>Expulsion from school</li> </ol>
<b>10. Cyber bullying</b>	Students are expected: <ul style="list-style-type: none"> <li>To use the internet (including all social media), text messaging, instant messaging, websites, email, digital cameras, cell phones, electronic/personal communication devices in an appropriate manner at all times</li> <li><u>Not</u> to use any of the aforementioned devices, forums or technology to harm another person.</li> </ul>	Staff will: <ul style="list-style-type: none"> <li>By example, act as appropriate role models</li> <li>Discuss with students in classrooms (age appropriate) cyber bullying and the appropriate use of technology</li> </ul>	Students will: <ul style="list-style-type: none"> <li>Use technology only for appropriate purposes</li> <li>Follow acceptable use policy guidelines when accessing and using technology.</li> </ul>	One or more of the following actions will be taken if a student is involved in cyber bullying: <ol style="list-style-type: none"> <li>Parents will be contacted</li> <li>Students will be expected to hand over electronic devices/data for inspection.</li> <li>Mediation between students or groups of students</li> <li>Suspension from school</li> <li>Police will be contacted</li> <li>Expulsion from school</li> </ol>

\*Approved by the WMEMS Board September 24, 2018