



## WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

*“Building communities of faith, hope and service”*

### **WECDSB Dormitory International Education** **Rules and Regulations**

#### **Objective**

At Windsor-Essex Catholic District School Board we believe that by implementing clear rules and expectations we will promote positive behaviour within our International Education program and can assist individuals to be the best version of themselves.

Our progressive discipline policy understands that the best success is observed when all parties are in open communication and the school, dormitory, agent, family and student are working towards the same goal. It must also take into consideration the individual needs of the student in order to optimize success.

#### **Dormitory Rules and Regulations**

1. To obey the laws of Canada;
2. To demonstrate at all times respect for all other students, staff and guests in the dormitory. To not engage in any behavior that is rude, disrespectful and lacks courtesy for others
3. To refrain from posting on the internet and on social media platforms (e.g. Instagram, We Chat) any photographs, audio/video recordings or comments of or about the Participant's friends, school, teachers and other school personnel, WECDSB representatives, roommate(s) or their personal belongings, without the prior knowledge of the people concerned or affected and their express permission;
4. To refrain from bringing improper, objectionable, unsuitable or otherwise inappropriate or illegal substances or materials into the dormitory. Including possession and/or use of firearms, ammunition, projectile emitting objects, explosive devices, dangerous weapons, chemicals, replicas or other objects that can create cause for concern;
5. To refrain from bringing any pets into the dormitory including fish.
6. To not use drugs or medication (including cannabis) unless prescribed by a registered physician and labeled in English; to refrain from possessing, purchasing or consuming tobacco, alcoholic beverages, cannabis, and controlled or illegal drugs. Including all types of e-cigarettes, vaping, pipes, hookahs, water pipes, holders or any other paraphernalia.;
7. WECDSB is committed to providing an environment free of harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored at WECDSB. If a claim of harassment is proven, disciplinary measures will be applied, up to and including termination from the dormitory. WECDSB expects all Residents to adhere to the Human Rights Code of Ontario by:
  - i. acknowledging that every individual has a right to a safe and respectful environment free from harassment and discrimination. All Residents have a right to make a complaint when this is violated.
  - ii. understanding that harassment means a course of words or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are offensive, embarrassing, humiliating, demeaning, or unwelcome.
  - iii. understanding that discrimination means any form of unequal treatment based on a person's sex, race, gender, identity or creed (religion).
  - iv. not engaging in any inappropriate sexual contact or sexual activity.
  - v. to understand that you must obtain consent before initiating and continuing with any sexual activity. Consent is not: given by someone else, obtained through pressure,

- coercion, force, or threat, obtained if the person is sleeping, intoxicated or under the influence.
8. to behave as a considerate and respectful member of the dormitory by:
    - a. accepting any roommate, regardless of their race; national or ethnic origin; colour; religion; gender; age; mental disability; physical disability; and/or sexual orientation, all in accordance with applicable human rights legislation;
    - b. accepting responsibility for reasonable jobs, including keeping his/her room clean, and doing his/her own laundry;
    - c. observing the dormitory rules, especially concerning the operation of any appliances, fixtures, bathroom, laundry and other facilities (to limit the risk of injury or damage) and curfews;
    - d. adhering to the dormitory check in procedures and ensuring that you maintain communication with the dormitory staff if you are unable to return by curfew;
    - e. practicing regular and proper personal hygiene;
    - f. demonstrating ongoing respect towards the staff, peers, guests and all service providers at WECDSB.
    - g. To refrain from entering or accessing unauthorized areas unless accompanied by a dormitory staff member.
  9. To not drive a motor vehicle or operate a motorcycle or motor scooter or other motorized form of transportation, including watercraft, unless as part of the school-based Driver's Education Course and at the discretion of WECDSB; and to not purchase, rent or otherwise arrange for the use of any such object.
  10. To observe the dormitory curfews for returning home and using digital devices, as follows:
    - i. on school nights, the Participant will return to the dormitory by 9pm;
    - ii. on non-school nights, the Participant will be home by 11pm
    - iii. All participants will be in their assigned rooms by 12am on non school nights
    - iv. All Participants will be in their assigned rooms by 10pm each school nights
    - v. the Participant will only engage in recreational use of digital devices, including but not limited to laptops, computers, cell phones, tablets, gaming systems between 7:00a.m. and 9:00p.m.
  11. To allow WECDSB the opportunity to mediate any roommate concerns in a timely manner. If the issues are unresolved a room reassignment may be requested by the Resident and are subject to availability within the dormitory and the Managers discretion.
  12. WECDSB reserves the right to provide notice of a room change. Residents agree to adhering to the room change at the Dormitory Coordinator discretion and moving one's belongings to the newly assigned room
  13. To agree and adhere to WECDSB Guest policy at all times. Violations of the Guest policy may lead to the Guest being banned from the dormitory and/or the Resident may be restricted from inviting Guests into the dormitory until a disciplinary meeting has taken place.
  14. To follow the direction of the dormitory staff in the event of an emergency.
  15. To refrain from using spikes, hooks, screws or nails on the walls. 3M strips are acceptable
  16. To agree to no unauthorized presence of a person of the opposite sex in your dorm room;

### **Progressive Discipline Framework**

Our progressive discipline model begins prior to students arriving in our program through the rules and regulations and student guides. We will promote positive student behaviour through early intervention, education and prevention management. We will report and respond to inappropriate student behaviour in a quick manner in order to ensure clarity and learning for all involved.

#### **Intervention steps (Green level)**

##### **A. Early Intervention**

Early intervention strategies are designed to prevent unsafe behaviors in our dormitory by providing information and support that address inappropriate behaviour. Early intervention strategies could include;

- Review of expectations
- Consultation with the student, agent and parents
- Verbal reminders

##### **B. Ongoing Intervention (Yellow level)**

In situations where inappropriate behaviour continues, ongoing intervention may be required. Ongoing intervention could include;

- A written reminder of the rules

- Conflict mediation
  - Meeting with student, Agent, parents etc
  - Referral to third party organization when appropriate (counselling etc)
- C. Program review (Red Level)
- In rare situations where students are not responding to previous intervention strategies and inappropriate behaviour is still a concern, their suitability for the program will be reviewed. Program review could include;
- A review meeting with all parties to determine next steps and program suitability.
  - Depending on the nature and severity of the behaviour, WECDSB reserves the right to terminate student placements abruptly in order to uphold the safety and security of all dormitory students.

### **Reporting and Responding to Incidents**

In order to encourage growth and learning, our staff will respond to and report incidents immediately. Our staff have an obligation to respond to student behaviour that is likely to have a negative impact on the dormitory climate. Such behaviour may involve vandalism, swearing, homophobic or racial slurs, sexist comments or jokes or otherwise breaching the student agreement.

The purpose of reporting incidents of inappropriate behaviour is to ensure that all parties are aware of the incident and that the Manager of International Education and Coordinator of International Education can decide on the appropriate discipline action. Safety of all students in the dormitory will be considered at all times.

Parent(s) Signature

Date:

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Student Signature

Date:

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