



POLICY TITLE:
Student Conduct & Discipline Cycle

Board Approval: December 19, 2019
Board Review: December 15, 2020

OBJECTIVE:

Summit West Independent School is committed to providing a safe, caring and respectful environment in which all students can achieve academic excellence, personal growth and responsible citizenship.

Summit West Independent School has expectations regarding student behaviour which are outlined below and communicated to students and parents at the beginning of each school year. Students in violation of Student Conduct policy are subject to the Discipline Cycle.

POLICY:

1. Student Conduct

1.1. Student Expectations

All students are expected to:

- a. Be a courteous and respectful member of the community;
- b. Treat each other and adults with respect;
- c. Follow the school rules and Student Code of Conduct policy;
- d. Be accountable for their actions;
- e. Work to the best of their ability and put forth honest effort in all endeavours;
- f. Arrive to class on time and be prepared to work;
- g. Check with the teacher before using office equipment;
- h. Care for the school and personal property;
- i. Remain in school classrooms during breaks, unless dismissed by a teacher;

- j. Wear clothing that meets with Uniform Policy expectations;
- k. Co-operate with staff and other students;
- l. Maintain school spirit through a positive attitude; and
- m. Represent SWIS in a positive manner.

1.2. Student Rights

All students have a right to:

- a. Work in an atmosphere that is physically and emotionally safe, in accordance with the Safe & Caring Policy;
- b. Work to achieve personal benchmarks
- c. Develop their talents;
- d. Be treated with fairness and respect; and
- e. Have a voice in school affairs.

1.3. Prohibited Behaviours

Students will refrain from:

- a. Using portable electronic devices, such as cell phone, iPads, laptops, mp3 players, video games, etc., unless approved by staff with a signed Acceptable Use Plan;
- b. Lying, stealing, and willfully destroying property;
- c. Any form of fighting (wrestling, play fighting, etc), and any excessive display of physical affection (hugging, kissing, sitting on each others' laps, etc). Students will keep their hands to themselves at all times;
- d. The use of profanity or abusive language and gestures; and
- e. The use or possession of tobacco, matches, lighters, alcohol, drugs, weapons, pocket knives, or any illicit or illegal substance or material at school;
- f. Bullying, harassing or intimidating another student, either physically, or emotionally, in person, or through cyber bullying; and
- g. Engaging in any illicit or illegal activities, while at school or at school related events.

2. Discipline Cycle

2.1. Severity of Offence

2.1.1. Minor Offences

Minor offences generally include behaviours that disrupt the learning process, either for the child or for other students in the community. Some examples include:

- a. Inattention to instruction or direction;
- b. Non-participation in learning activities;
- c. Disrespect or lack of cooperation;
- d. Mild infractions of the school rules and policies; and
- e. Lying, cheating, or other forms of willfully harmful behaviour.

2.1.2. Major Offences

These are behaviours which are clearly and strongly damaging to the educational environment. Possible examples include:

- a. A series of repeated minor offences;
- b. Fighting or physical abuse/assault (play fighting will not be tolerated);
- c. Disrespect for property (theft or vandalism);
- d. Verbal abuse or inappropriate language;
- e. Willful disrespect of other students, adults and staff;
- f. Willful misdirection, omission, or lying to a teacher or staff member; and
- g. Bullying or discrimination (Education Act 2019)
- h. Malicious intent to emotionally, mentally or physically harm another student or staff member.
- i. Any criminal offence under the Young Offenders Act.

2.2. Consequences

2.2.1. Minor Offences

- a. Staff members will handle the incident directly using an action plan where the incident is documented and consequences are established. Teachers will work to establish consequences in collaboration with the student. Parents will be notified in person, via telephone, or via email.

2.2.2. Major Offences

- a. Principal Action Plan: Students write an Action Plan with the Principal to resolve the problem. The teacher will make anecdotal notes on the back of the action plan and the parent(s) will sign a copy of the Action Plan.

The Action Plan will include a detail account of the offence, the disciplinary action to be taken, and a review date to determine whether the offence has been resolved to the satisfaction of the teacher and school administration.

Student, teacher, parent and Principal signatures are required on the Action Plan. A copy of the Action Plan is kept in the student's file. In extreme circumstances, parents are notified immediately.

- b. In School Suspension: In some cases, an in school suspension will be assigned to the student.
 - i. In school suspensions will be served on the next regular school day following the offence or determination of disciplinary action for the offence. A full day in school suspension will be served from

8:45am to 3:15pm. A half day in school suspension will be served from 8:45am to 12:00pm, or from 12:00pm to 3:15pm.

- ii. In school suspension will be served in the main office under supervision of the Principal and/or Executive Director.
 - iii. The student will be expected to complete classwork during their suspension.
 - iv. The student will not be permitted the use of any technology device except with specific permission from the Principal.
 - v. The student will eat lunch and take all breaks in the main office. They will be not be permitted to participate in any activities, including but not limited to gym, recess, field trips and student organization meetings or events.
 - vi. Students who do not attend school on their scheduled in school suspension date will have their in school suspension moved to the subsequent school day. After three such rescheduled dates, an out of school suspension may be substituted as a consequence, without consideration given to the number of days previously missed.
- c. Out of School Suspension: For repeated offences, or major offences involving any criminal offence, bullying, or harassment, an out of school suspension will be assigned to the student.
- i. Out of school suspensions of 1-5 days may be assigned, depending on the severity of the offence.
 - ii. Out of school suspensions will start on the next regular school day following the offence or determination of disciplinary action for the offence, even if the student is sent home before the end of the school day on the day of offence.
 - iii. Out of school suspensions of 5 days will require the student and parents to have a meeting with the Principal and/or Executive Director to discuss re-entry into regular school programming at the end of the suspension. A Behaviour Contract will be created between the parents and the student and must be approved by the Board of Directors for readmission.
 - iv. A student serving an out of school suspension is not permitted on school campus, at school related events or on field trips for any reason without express permission from the Principal or Program Director.
 - v. All board members will be notified of all student out of school suspensions.
- d. Expulsion:
- (1)** If a student is suspended in accordance with section 36 of the Education Act, the Principal may recommend, prior to the end of the student's suspension, that the board expel the student if

- i. the student has displayed an attitude of wilful, blatant and repeated refusal to comply with section 31 of the Education Act.
- ii. the student has displayed an attitude of wilful, blatant and repeated refusal to comply with the code of conduct established under section 33(2),
- iii. the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school,
- iv. the student has distributed an intimate image of another person in the circumstances described in section 1(1.1) of the Education Act, or
- v. the student has distributed information with the malicious intent to emotionally, mentally or physically harm another student or staff member.

(2) If the principal recommends expulsion under subsection (1), the principal shall

- i. immediately inform the board of the recommendation for expulsion, and
- ii. report in writing to all board members all the circumstances respecting the suspension and the principal's recommendation for expulsion, and
- iii. the student remains suspended until the board has made a decision under subsection (4).

(3) The student and the student's parent may make representations to the board with respect to the principal's recommendation to expel the student.

(4) The board shall, within 10 school days after the initial date of the suspension, make a decision

- i. to return the student to school, class, a course or courses, transportation provided under section 59 of the Education Act or a school-related activity, or
- ii. to expel the student.

(5) The board may expel a student under subsection (4) only if the principal has recommended that the board expel the student.

(6) If a student is expelled under this section, the expulsion takes effect immediately following the board's decision under subsection (4)(b).

(7) The board may establish rules or conditions for an expelled student respecting the circumstances in which the student may be en

rolled in the same or a different education program.

(8) An expulsion or any rule or condition under subsection (7) may apply to a student beyond the school year in which the student was expelled.

(9) When a student is expelled under this section, the board shall immediately notify, in writing, the student's parent, and the student if the student is 16 years of age or older,

- i. of the expulsion and any rules or conditions that apply to the student, and
- ii. of the right to request a review under section 43 of the Education Act.

(10) When a student is expelled under this section, the board shall

- i. ensure that the student is provided with a supervised education program consistent with the requirements of the Education Act and the regulations,

- ii. ensure that the student is provided with supports and services in accordance with section 33(1)(e) of the Education Act, and
- iii. make all reasonable efforts to ensure the attendance of the student in accordance with section 7 of the Education Act.

2.3. Appeals

See Concerns & Complaints Policy