

OUR LADY OF THE ASSUMPTION SCHOOL Student Conduct Guidelines & Consequences

These behaviours are unacceptable in any language and may occur but are not limited to one-on-one, in a group, or via technology. These behaviours apply at all times on division property, off property during activities sponsored by the division, and to all online and electronic activity in relation to an individual in the division community.

Level 1 – Staff

Academic	Verbal	Physical	Social/Relational	Sexual
Lack of diligence in pursuing studies including regular and punctual attendance	Harm to someone's self- esteem or feeling of safety	Harm to someone's body or property	Harm to someone's group acceptance	Harm of a sexual nature to someone's self-esteem, feeling of safety, body or property
<ul style="list-style-type: none"> Not completing school work Class disruption Leaving class without permission Using mobile phone or electronic device when not permitted Late coming in from recess Attendance - absent or late (2-3 classes in a row) 	<ul style="list-style-type: none"> Lying Teasing or Name calling Inappropriate language i.e. swearing 	<ul style="list-style-type: none"> Rough Play: Pushing, Shoving, Wrestling, Play fighting, Slapping Touching or taking things from others Damaging property 	<ul style="list-style-type: none"> Gossiping, spreading or starting rumours Excluding others 	<ul style="list-style-type: none"> Hitting someone in the privates

Level 2 – Office + Student Services Team (Repetitive and/or increased severity of Level 1 infractions)

<ul style="list-style-type: none"> Refusal to complete task Refusal to come in after recess Leaving school grounds without permission Attendance concern (75-89.9%) 	<ul style="list-style-type: none"> Insulting comments about race, religious beliefs, colour, gender, gender identity or expression, mental or physical disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation 	<ul style="list-style-type: none"> Physical aggression (Peers and/or Self): Biting, scratching, kicking, hitting, spitting, tripping, throwing items, punching others Theft: hiding or purposefully taking things from others Destroying property 	<ul style="list-style-type: none"> Purposeful exclusion: telling others not to be someone's friend, ostracizing someone, turning a group against someone Embarrassing or humiliating another student 	<ul style="list-style-type: none"> Jokes, talk and/or gestures of a sexual nature Inappropriate bathroom behaviour Wearing inappropriate clothing Public displays of affection
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Level 3 – Office + Student Services Team + CEC (Repetitive and/or increased severity of Level 2 infractions)

<ul style="list-style-type: none"> Noncompliance with staff Defiance/open opposition to authority Academic Dishonesty: Cheating or misrepresenting work Attendance issue (below 74.9%) 	<ul style="list-style-type: none"> Harassing insults about race, religious beliefs, colour, gender, gender identity or expression, mental or physical disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation Encouraging fighting Uttering Threats: injure or harm* 	<ul style="list-style-type: none"> Assault Physical intimidation or Fighting Physical aggression towards Staff Choking Intentionally destroying property Possessing, selling and/or using tobacco, electronic smoking products, drugs or alcohol Possession of weapons or potentially dangerous items* Making threats: to injure or harm* 	<ul style="list-style-type: none"> Older students pressuring younger students Using a mobile phone or electronic device when there is expectation of privacy (bathroom or change room) Making, accessing or sharing a recording of an individual without consent unless in a public space or event Hazing or Gang activity 	<ul style="list-style-type: none"> Unwanted physical contact Unwelcome sexual remarks Indecent exposure Making inappropriate media
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Admin Procedure References: 104 Harassment; 314 Welcoming, Caring, Respectful and Safe Learning Environments; 315 Student Code of Conduct, 316 Student Attendance, 317 Student Use of Alcohol, Drugs (Restricted or Illegal), Tobacco and Electronic Smoking Devices; 318 Possession of Weapons or Potentially Dangerous Items in School, 356 Student Discipline and Intervention

Procedures and Consequences

Level 1 - Staff	Level 2 – Office + Student Services Team	Level 3 – Office + Student Services Team + CEC
Procedures		
<ul style="list-style-type: none"> Staff Intervention and/or Redirection Staff member completes Conduct Referral Form and contact parents when student does not respond to redirection or verbal warning Admin support to complete steps as needed 	<ul style="list-style-type: none"> Staff Intervention and/or Redirection Staff member completes Conduct Referral Form Student Completes Conduct Reflection Sheet Admin Follow up with Staff & Parents as needed 	<ul style="list-style-type: none"> Staff Intervention and/or Redirection Staff member completes Conduct Referral Form Student Completes Conduct Reflection Sheet Admin Follow up with Staff, CEC & Parents as needed <p>*Team meets to determine Risk and if a VTRA (Violence, Threat, Risk Assessment) is warranted</p>
Possible Consequences		
<ul style="list-style-type: none"> Redirection Verbal Warning Student Conference Loss of Privileges Removal from Situation Reflection Form Apology and/or Restitution Logical consequence based on incident Time Out of Class Parents Notified 	<ul style="list-style-type: none"> Level 1 Consequences Conduct Reflection Sheet Check in with Designated Staff Member Supervised Free Time Recess spent in the Office or Alternate Space Education Package Counselling (Family School Liaison) check in Mental Health Support SIVA Transport or Restraint Parent Meeting Attendance and/or Behaviour Plan In School Suspension – ½ day – 2 days Out of Class Suspension 	<ul style="list-style-type: none"> Level 1 and 2 Consequences Home Visit Locker Search Attendance Board Involvement School Resource Officer Involvement Mandatory session(s) with Family School Liaison Counsellor Parent meeting with school administration and/or Director of Student Supports; Counsellor; School Resource Officer; First Nations, Metis and Inuit Support Worker In School Suspension – 1 day – 3 days Out of School Suspension – ½ - 5 days Recommendation for Expulsion *Violence Threat Risk Assessment Protocol
<p>Each incident will be dealt with individually as circumstances and factors differ. These guidelines will be at the discretion of the School Admin Team. AP 356 (3.8)</p> <p>Admin Procedure References: 104 Harassment; 314 Welcoming, Caring, Respectful and Safe Learning Environments; 315 Student Code of Conduct, 316 Student Attendance, 317 Student Use of Alcohol, Drugs (Restricted or Illegal), Tobacco and Electronic Smoking Devices; 318 Possession of Weapons or Potentially Dangerous Items in School, 356 Student Discipline and Intervention</p>		
<p>Section 12 of The School Act states that a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:</p> <ol style="list-style-type: none"> Be diligent in pursuing the student's studies; Attend school regularly and punctually; Co-operate fully with everyone authorized by the Board to provide education program and other services; Comply with the rules of the school; Account to the student's teacher for the student's conduct; and Respect the rights of others. 		

Parent Procedures

Parents/legal guardians who wish to discuss a matter of student conduct or discipline are to first contact the child's teacher.

Further inquiries or complaints are then to be addressed to the principal.

If the matter cannot be resolved by the principal, the parent/legal guardian may contact Senior Administration, beginning with the Director of Support Services.

DEFINITIONS OF DISCIPLINARY INTERVENTION

Time Out

A time out may be served in the classroom, the hallway or some other appropriate teacher-defined area. The teacher will, at his/her earliest convenience, discuss the behavioural infraction with the student. They will mutually agree upon expected future behaviour.

Out-of-Class Suspension

The student remains at the school, but all privileges are suspended for one to three class periods. While this suspension is being served, the student will be provided with materials and assignments that are relevant, realistic and appropriate, and the student will be responsible for the completion of these assignments.

In-School Suspension

The student remains at the school, but all privileges are suspended. The student brings lunch and eats in isolation; classes are not attended. While this suspension is being served, the student will be provided with materials and assignments that are relevant, realistic and appropriate, and the student will be responsible for the completion of these assignments. A record of the incident and the student plan of action will be maintained at the school.

Out of School Suspension

Out of school suspension is a formal disciplinary action for dealing with extremely disruptive and/or dangerous student behaviour. It involves short term exclusion of a student from class, from riding on a school bus and from attending up to a maximum of five school days.

Expulsion

Expulsion is an action that can be taken only by the Board of Trustees and is based on the recommendation of the school. A student may be expelled from one or more specific or all schools in the District, and for a specified period of time or indefinitely.

Please complete, detach, and return to your child's teacher as soon as possible.

CODE OF CONDUCT CONTRACT

Student Name:

This will confirm that the student and his/her parent/guardian have read Our Lady of the Assumption School's Code of Conduct and agree to support the school in its implementation.

Parent/Guardian Signature:

Date:

Revised September 2019