



Policies and Procedures Relating to General Student Responsibility, Attendance and Discipline

Student Responsibilities - Be Ready, Respectful and Responsible

It is expected that student behaviour will contribute to a positive learning environment. To this end students shall comply with Section 12 of the School Act, which states:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- a. Be diligent in pursuing the student's studies;***
- b. Attend school regularly and punctually;***
- c. Co-operate fully with everyone authorized by the board to provide programs and other services;***
- d. Comply with the rules of the school;***
- e. Account to his teachers for his conduct;***
- f. Respect the rights of others.***

Students are expected to maintain these responsibilities. If a student does not meet the above stated responsibilities, disciplinary action may be implemented.

1. Punctuality and Absences

3 Lates or Absences per Term

Universal Support for Improving Absences/Punctuality

- *Conversation with students about absences and lates*
- Teachers review student handbook (late policy) with students
- Clear and consistent classroom expectations
 - be in desk
 - with all required learning supplies
 - at the sound of the bell
- Display expectations in classrooms
- Incentives programs, starting class immediately
- Admin and teachers help to 'sweep' hallways before classes
- Office calls home at the beginning of the day for absences
- Teacher tracks and records lates

6 Lates or Absences per Term

Targeted Support for Improving Absences/Punctuality

- *Parents/Guardians are called to inform them that issue is not improving*
 - Possible development of Behaviour Contract between the school, student and parents/guardians
 - develop cooperative plan between school and home
 - establish criteria for success
 - formalize consequences of non-compliance

9+ Lates or Absences per Term

Specialized Support for Improving Absences/Punctuality

- ***Admin arranges formal meeting:***
 - ***student, parent, teacher, and administrator***
- Consequences to behavior (suspensions, success plan, formalize consequences of non-compliance).
- Implement consequences from Contract
- Possible extra supports:
 - Support Services Team involvement
 - High School Completion Facilitator
 - Counseling referral
 - organization strategies
 - time management programming

2. Truancy

Truancy is defined as the failure to attend any registered class without an acceptable reason, as outlined in Section 13(5) of the School Act. The truancy policy is in effect to change the student's inexcusable or consistent absences or lates. *Truancies are recorded for an entire school year.*

First Truancy:

A student who receives a first truancy will result in the following actions.

- A letter to the parents that outlines the extent of the absentee problem and asks for parent cooperation in dealing with the problem and requesting parents to acknowledge receipt of the letter.
- The student is responsible for completing any work missed during his / her truancy as outlined by the teacher.
- The student will be required to serve a lunch hour / after school / or Saturday school detention as directed by the Administrator to make up the time missed during the absence. It is expected that students will use that time to make up for missed material and instruction from class.

Second Truancy:

If the student is truant a second time, the following actions will result:

- A letter will be sent to the parent that outlines the extent of the continuing attendance problems and asks for a meeting with the student, the parent(s) and the vice-principal where the problem will be discussed.

- The student, parent(s) and the vice-principal will sign a contract outlining the expected behavior and the consequences of failing to abide by its terms. The meeting must be arranged within 5 days or the matter will be referred to the discipline committee with a recommendation for expulsion.
- The student will be required to serve a lunch hour / after school / or Saturday school detention as directed by the Administrator to make up the time missed during the absence. It is expected that students will use that time to make up for missed material and instruction from class.

Third and Subsequent Truancies:

- The student will be immediately suspended for an indefinite basis from school. Parent/ Guardians will be notified by phone and by letter of the indefinite suspension.
- The matter will be referred by the principal to a discipline committee through the office of the Superintendent of Grasslands Public Schools. At this point, the committee will arrange a discipline hearing in accordance with the procedures outlined in Section 24 and 25 of the School Act as well as policy 9.8.1 of the Grasslands Policy Handbook.
- Procedures for parents / guardians to appeal the decision of the Discipline Committee are outlined in the Grasslands Policy Handbook and the School Act (section 124)

3. Disciplinary Policy

Suspensions

Students may be suspended for a variety of disciplinary reasons; however, this method will only be used when absolutely necessary. Suspensions are implemented as a method of corrective measure. Each situation is inevitably different and will be dealt with appropriately. When a student violates a rule, a suspension will be the penalty if seen fit. Suspensions will be given as a consequence of action regardless of nationality, gender or academic standing. Stated below is a brief outline of possible reasons for suspension, consequences, enforcement of school rules and student expectations while under suspension.

- A. Students may be suspended from class and/or school for:
- Inexcusable absence from class.
 - Failure to complete assignments without an excusable reason, or academic dishonesty
 - Disrespect for, and abuse of, school personnel, visitors, fellow students, school property and rules. Such disrespect/abuse is defined as physical or verbal. Profanity will not be tolerated.
 - Alcohol, cannabis, tobacco, e-cigarette or illicit drug use on school property. This includes attending school while under the influence or bringing a controlled substance onto school property. See below for additional policies outlining illegal use of substances at school.

For the above offences, re-reinstatement may be considered following interviews involving student, parent, teacher, administration, and The Discipline Committee where applicable.

B. Students possessing, using, under the influence of, acquiring, or selling or attempting to acquire or sell alcohol or drugs, shall be:

- Suspended for one week (5 school days) for the first offence and must see Grasslands Addiction counselor or an AADAC counselor prior to returning to school.
- Immediately suspended from school, for a second offence, and referred by the Principal to a discipline committee through the Office of the Superintendent of Grasslands Public Schools Division with a recommendation to be expelled for the remainder of the semester. Students wishing to return to school in the following semester must see Grasslands Addiction counselor or and AADAC counselor before being allowed to return to school.
- For one year from the date of the most recent suspension, from Grasslands Public Schools, for issues concerning drugs or alcohol, students will be required to provide their own parent/guardian as a one on one chaperone for all overnight trips. All costs of transportation, accommodation and meals will be the responsibility of the student and the chaperone. The student must stay in their room with their chaperons after curfew. The room cannot be shared with other students on the trip.

4. Class Suspensions

In some cases, students may be suspended from a particular class in accordance with Section 24 of the School Act. Reasons for being suspended from a particular class may include inappropriate behavior or other violations of school rules. Where the student has been suspended from class, the student is expected to attend all other classes, and may, at the discretion of the principal, be prohibited from participation in extracurricular activities.

Teachers are reminded that any extended period out of the class, instigated by the teacher, is a suspension and requires a call home to the students parents/guardians and administration must be informed.

5. Notice Regarding Threats

It is the belief of Duchess School that all students and staff have a right to learn in a safe and caring environment. Threats toward students or staff at Duchess School are an infringement on their rights and safety. Further, they may be a legal matter in which the police may be notified. Any behavior by a student that might suggest some

threat to him / herself or others will be responded to and dealt with by a school based threat assessment team that may include agencies outside the school.

Fair Notice will be provided to students and parents/guardians by October 1st. Threats against students and staff will be taken seriously and will require the implementation of the school and/or division Threat Assessment Team.

Student Attendance, Recording and Reporting

Teachers are responsible for reporting the attendance of their students regularly. Office staff calls all homes of students who are recorded absent in the morning after 9 am.

Elementary teachers shall record and report the attendance of their students on PowerSchool twice daily (before 9 am and after lunch). Junior and senior high teachers shall record and report the attendance of their students during each class. Initial attendance will be completed by 9am at which point Admin Assistants will begin their calls home to notify parents/guardians.

If a student (or parent) indicates that they will be absent there may be an expectation that assignments or assessments are completed. In elementary classrooms the homeroom teacher shall provide the missing assignments or alternate assignments wherever required. In junior and senior high an **Absent Student Assignment Sheet** will circulate through all necessary teachers. The last teacher on the list shall return the sheet to the office where arrangements will be made for the student or parent to retrieve it. Please include texts or other resources for the parents/ students where necessary. If there is no assignment or homework that the student is required to complete this should be indicated on the sheet. Teachers should sign the homework sheet before passing it along to the next person.

Teachers with concerns regarding any student or students should notify the office immediately.

Student Conduct and Teacher Procedures

Each classroom teacher is encouraged to create a **Charter of Rights and Responsibilities** (6-12) or **Social Contract** (K-5). Each teacher will review classroom conduct procedures with their homeroom on the first day of classes and revisit those guidelines. Each classroom teacher will utilize their class conduct policies in disciplinary behavior situations. If the classroom teacher feels the behavior has become chronic or problematic, the student will be referred to the office where they will be expected to fill out a Behavior Improvement Report Form (BIRF) and if necessary, further action may be taken (e.g., phone call home or letter). Should the

negative choices continue, further intervention will result between the student, teachers, administration, and parents.

Behaviour Intervention Report Forms (BIRF) Procedures

Teachers who require their students to complete BIRF forms must carefully follow the procedure outlined on this document. Staff and students must fill in the appropriate information and further action will be decided after the completion of the BIRF. Indicated on the form will be whether administrative action is requested. If it is not requested the form will still be filed in the student record.

According to the School Act, teachers may suspend a student for a class period. In the event a student is removed from class for an extended period of time (one class suspension) parents must be called and administration must be notified. Teachers may not suspend a student for more than one class for a single issue without the permission of administration.

The staff of Duchess School will ensure that students regularly receive assistance, encouragement, praise and specific feedback regarding their many positive behaviors and academic gains. However, while we do make every effort to keep all interactions on a positive note, when students infringe on the rights of others, disciplinary procedures may have to be instituted. Special case allowances may be made to provide for individual differences. Strategies for dealing with minor and major offences may include, but are not limited to:

1. apologies
2. discussion between various involved parties
3. contact with counselor
4. contact with home (letter/phone calls)
5. community service within the school
6. written contract between school and student
7. detentions
8. loss of privileges
9. "time out"/ one-class suspension
10. in-school suspension
11. out-of-school suspension
12. referral to Grasslands Disciplinary Committee for expulsion