



Wakefield Elementary School Discipline Policy 2018-2019

École Wakefield School

Behaviour	Expectations	Pyramid of Interventions for Infractions
Regular School Attendance	<ul style="list-style-type: none"> • Students will attend school all possible days. • Parents will ensure that students attend school; in the event a child is absent for a legitimate reason (i.e. appointment, illness) the parents will notify the school by phone or email. • School staff will take attendance and communicate with parents in the event that there are any concerns. 	<ul style="list-style-type: none"> • Parents will be notified by school staff in the event that a child is absent and not verified. • A student who is absent and is not verified for the first time will have his/her parent(s) notified by phone. • A student who continues to be absent and is not justified will have his/her parent(s) receive a letter of concern from administration. A letter may be sent to outside services. The student will return to the school with his/her parent(s) at which time he/she will present a plan of action to remedy the problem.
Dress Code	<ul style="list-style-type: none"> • Students will dress appropriately; choice of clothing will not include or promote the following: inappropriate language, vulgarities, racism, revealing clothing (i.e. spaghetti straps, midriffs, underwear). Headgear (hats, bandanas, toques, hoods), are not to be worn inside the school. • Parents will reinforce the importance of choosing appropriate dress. • School staff will model appropriate dress and will monitor and enforce dress code and communicate with parents when necessary. 	<ul style="list-style-type: none"> • A student who is in violation of the school dress code will be asked to change his/her clothing immediately so that the violation is remedied. • In the event a student continues to disregard the dress code, he/she may be sent home and required to return with his/her parent(s) at which time he/she will present a plan of action to remedy the problem.
Use of Computers	<ul style="list-style-type: none"> • Students will use school computers for educational purposes, as directed by school staff. Students will not access sites or information that is inappropriate, nor will they access Facebook accounts and other social media sites while at school. • Parents will reinforce the importance of responsible computer use. • School staff will monitor and supervise student computer use, and when necessary, will communicate with parents. The school will actively block certain websites. 	<ul style="list-style-type: none"> • A student who is in violation of the computer policy for the first time will be subject to loss of school computer use. Parents may be notified. • A student who is in violation of the computer policy a second time will lose computer privileges for the school year. • Please note: a student who uses school computers to interfere with other student or staff accounts will automatically lose his/her privileges for the school year and may be suspended from school.
Completion of Assignments	<ul style="list-style-type: none"> • Students will complete assignments to the best of their ability and hand them in as requested by their teachers. Students do not have the option of not completing assignments. • Parents will reinforce the fact that all assignments are to be completed and handed in as assigned. • Teachers will provide students with sufficient time to complete assignments. Teachers will monitor and keep record of assignment completion. 	<ul style="list-style-type: none"> • A student who does not hand in an assignment on time will be given an extension and/or asked to complete the work at lunch and/or their parents will be contacted and a plan will be made to have the work completed. • The student may be required to return with his/her parent(s) at which time he/she will present a plan of action to remedy the problem.
Electronic Devices	<ul style="list-style-type: none"> • Students will not use portable electronic devices (i.e. iPods, cameras, PSPs) and cell phones on school property during regular school hours or at day care. • Parents will reinforce the notion of responsible use of electronic devices with their children. • School staff will model appropriate use of 	<ul style="list-style-type: none"> • A student who violates the electronic device policy will have his/her device confiscated. The student will have the device returned at the end of the day. • A student who repeatedly violates the policy risks having their device confiscated by administration for an extended period of time, the end at which the parent(s) will be asked to retrieve the device at school.

	<p>electronic devices and monitor the student use of these at school. Parents will be contacted when necessary.</p>	
Classroom Behaviour	<ul style="list-style-type: none"> • Students will behave in a manner that is conducive to learning and will respect both the school and individual classroom guidelines. • Parents will emphasize with their children the importance of behaving appropriately at school. • School staff will model appropriate classroom behaviour and will monitor and follow up as needed. Parents will be contacted when necessary. 	<ul style="list-style-type: none"> • A student who misbehaves in class will be dealt with by the classroom teacher. • In the event that a student continues to misbehave and ignores the teacher's interventions, they will be referred to the administrator or work in the office until the teacher can follow up. The parents may be contacted by the teacher or administrator. • If the misbehaving persists, a referral will be made to an administrator, who will work with the student to formulate a plan of action to remedy the problem. The student may also be served with a detention or suspension. • If a student persists in misbehaving, despite the measures that have been taken, a team conference will be held with the student, his/her parents, teacher and administrator. • A student who continues to misbehave has placed him/herself at high risk: at this point, the student will be served with an out of school suspension and possibly a referral to external resource intervention (i.e. CLSC). The possibility of an alternative placement will also be considered at this level.
Stealing	<ul style="list-style-type: none"> • Students will respect the belongings of others. Under no circumstance is it acceptable to take something that does not belong to oneself. • Parents will clearly spell out to their children that stealing is not only wrong but also a criminal offence. • School staff will model appropriate behaviour; they will monitor and enforce the policy. Parents will be contacted when necessary. 	<ul style="list-style-type: none"> • A student who steals will be required to repay the amount or dollar value of that which was stolen. The police may be involved and will intervene with the student; the parents will be informed. • A student who steals at school or during the school day may be suspended externally for up to three school days.

Vandalism	<ul style="list-style-type: none"> • Students will be respectful of all school property and the property of others. In doing so, they will understand that it is not acceptable to vandalize. • Parents will reinforce the understanding that vandalism is not acceptable. • School staff will model appropriate behaviour and monitor and enforce the policy. Parents will be contacted when necessary. 	<ul style="list-style-type: none"> • A student who vandalizes will be required to compensate for full repair of the vandalism. Depending on the circumstances, the student may be assigned community service. • A student who vandalizes at school or during the school day may be suspended externally for up to three school days. • Regardless of the act of vandalism, the parents will be advised.
Drug & Alcohol Use and the Sale of Drugs and/or Alcohol	<ul style="list-style-type: none"> • Students will refrain from using and/or trafficking drugs and/or alcohol at school. Students will not present themselves at school or at school events under the influence of alcohol or any illegal drug. • Parents will ensure that their children understand the law. • School staff will enforce the drug and alcohol policy; if and when necessary, school staff will impose the measures as indicated in the school policy. 	<ul style="list-style-type: none"> • A student who is caught under the influence, in possession, or trafficking alcohol or illegal drugs will be suspended for ten school days. The police educator will be involved and will intervene with the student. Parents will be notified. As well, a re-entry meeting with parents will be held. The principal will follow up with the student upon his/her return to school. • A student who is caught trafficking alcohol or drugs or with a quantity of alcohol or drugs deemed to be for the purpose of sale (as determined by the police) will be suspended for ten school days and will be referred to a discipline committee hearing.
Cigarettes	<ul style="list-style-type: none"> • Students will not smoke cigarettes, e-cigarettes or other tobacco products at school, or during the school day. • Students will refrain from selling cigarettes at school. • Parents will ensure that their children understand the law. • School staff will, if and when necessary, impose the measures as indicated in the school policy. 	<ul style="list-style-type: none"> • A student who is caught smoking or in possession of cigarettes at school will be suspended for one school day. • A student who is caught smoking a second time will be suspended for three school days. • Parents will be notified.
Physical Aggression/ Physical Assault	<ul style="list-style-type: none"> • Students will refrain from any type of physical confrontation. • Parents will enforce the understanding that physical confrontation will not solve conflict or disagreement. • School staff will model appropriate behaviour and will follow up with the necessary measures when the policy is violated. 	<ul style="list-style-type: none"> • Two students who enter into a minor physical altercation (ie. pushing/shoving each other) may be suspended for one school day. • Two students who enter into a physical confrontation whereby punches or kicks are administered or someone physically assaults another person will be suspended out of school for 1-3 school days.
Bullying	<ul style="list-style-type: none"> • Students will behave appropriately, respecting individual differences and diversity – to take a stand against bullying. They will report and inform (parents/guardians, school staff, friends) if they are being bullied or if they see someone else being bullied. Students will help someone who is being bullied by taking a stand – reporting and supporting. • Parents will watch for signs that their child may be the victim of bullying and watch for signs that their child is exhibiting bullying behavior. They will speak to a teacher or administrator if their child is being bullied or they suspect that their child is bullying others. They will encourage open conversations with adults and encourage their children to tell a responsible adult if they are being bullied or suspect others are bullying. • School staff will act as appropriate role models for all staff and students. They will take every 	<ul style="list-style-type: none"> • Official warning to stop offending (verbal and written) to the students and parents. • A student may be automatically suspended from school if the act of bullying is considered severe regardless if there have been previous issues. • After a serious bullying incident, parents of both the victim and the student(s) committing the bullying-type behaviour are notified. The parents are informed of the allegations and are also informed about the student's responses to these allegations (verbal and written). • If they do not stop engaging in bullying behaviours after any warning from school staff, students will be suspended from school. • Students who bully others may face one or more of the following consequences: <ul style="list-style-type: none"> • Involvement in mediation; • Parents will be contacted by the school; • Recommendation for an out-of-school assessment; • Referral to the community officer; • Privileges will be withdrawn (e.g. exclusion from school,

	<p>precaution to ensure that students are supervised at all times. They will reinforce the message that bullying is not accepted or tolerated. They will be observant of signs of distress or suspected incidents of bullying. The staff will treat all reports or observed incidences of bullying seriously by reporting them immediately the appropriate administrator. The staff will provide and foster an environment where students feel they can speak to staff about their concerns.</p>	<p>school activities, school services); and Sanctions outlined in the School's Discipline Policy such as detention and suspension.</p> <p>*** Please see Anti-bullying/Anti-violence Code of Conduct.</p>
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