



## Heinsburg Community School

### Discipline Policy/Management Plan

In accordance with Sections 12 and 24 of the Alberta School Act – Revised Statutes of Alberta 2000 Chapter S-3, Current as of June 1, 2015

One of the most important lessons education must teach is discipline. While it does not appear as a subject, it underlies our education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct, respect and consideration for other people.

Note: From time to time the principal (or principal designate) must make temporary special rules to maintain order and discipline in the school and on school property and during activities sponsored by the school.

We believe Heinsburg Community School students shall show respect for:

- i. Authority;
- ii. Others and their property;
- iii. School property;
- iv. Ethnic, racial, religious, sexuality and gender differences;
- v. School attendance and punctuality;
- vi. Work habits, assignments and homework;
- vii. Fire alarms and safety equipment;
- viii. Board and school policies about smoking, alcohol, drugs and inhalants.

Students are expected to(Section 12 – School Act):

1. Show respect for the learning environment and school property
2. Be diligent in their studies
3. Co-operate fully with everyone authorized by the board to provide education programs and other services
4. Comply with the rules of the school
5. Account to the student's teachers for the student's conduct
6. Show respect for classmates and staff
7. Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
8. Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means

**9. Positively contribute to the student's school and community**

All minor violations of classroom rules or hallway infractions are dealt with on the spot. The following consequences will occur for not meeting the above expectations:

**Level 1**

**Teacher Consequence (For example: warning, apology, change of seating plan, time out, student conference call placed to parent/guardian, removal of privileges, classroom detention)**

1. Disrespectful behaviour
2. Not being diligent in studies
3. Leaving class without permission
4. Unprepared for class
5. Incomplete homework
6. F-Word
7. Any gang related graffiti, attire, etc.
8. Late for class (under 20 minutes, >20 minutes is considered skipping)
9. Inappropriate forms of affection

**Office Referrals**

10. Finishing ISS
11. Disruptive for Substitute
12. Skipped teacher detention

Once the teacher has exhausted traditional discipline methods and the teacher's assigned consequences seem to be ineffective, the school (teacher or administration) will be in contact with the parent(s) or guardians to inform them of the reoccurring problems. If the problems persist, the discipline cycle will take effect. Skipping a teacher detention results in an automatic office referral. Skipping an office detention results in the student entering the discipline policy at Level Two.

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**Level Two**

1. Repeated level one infractions
2. Inappropriate forms of affection
3. Second smoking/vaping/e-cigarette violation (outside the school)
4. Leaving school property

5. Boarding a bus that was in motion
6. Violation of rules or action by a student that, according to the principal or his/her designate make it impossible to maintain order and discipline in the school
7. Special rules – from time to time the principal must make temporary special rules to maintain order and discipline in the school and on school property and during activities sponsored by the school. Consequences for violating these rules begins at Level Two unless otherwise directed.
8. Skipping an office detention
9. When a student is removed from two or more classes, she/he may receive a full day in school suspension
10. When a student is disruptive for a substitute teacher 3 times in a day, she/he may receive a full day in school suspension
11. A student may be suspended for failure to reasonably comply with the following code of conduct as stated in Section 12 of the School Act:
  - a. Be diligent in pursuing his/her studies;
  - b. Attend school regularly and punctually
  - c. Cooperate fully with everyone authorized by the board to provide education programs and other services
  - d. Comply with the rules of the school
  - e. Account to his/her teachers for his/her conduct; respect the rights of others

**Level Two Consequences – If deemed necessary by administration**

1. First Level Two – ½ day in school suspension
2. Second Level Two – (within a two month period) – Full Day in school suspension
3. Third Level Two – (within a two month period) – Full Day in school suspension

**NOTE:** For any in school suspension if deemed necessary, one or more of the following may also be added: removal of privileges, increased assigned work, community service, counselling and payment for damages.

**NOTE:** A student who refuses to serve an in school suspension may be suspended out of school for three days.

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### **Level Three**

- 1. Fourth level two offence in the last two months**
- 2. Violation of rules or actions by the student that, according to the principal or his/her designate, make it impossible to maintain order and discipline in the school and school property during activities sponsored by the school.**
- 3. Discretion offences – Offences deemed to be more serious than Level Two but not as serious as Level Four offences.**
- 4. Swearing at a teacher in a severe nature (automatic 1 day suspension)**
- 5. Any student leaving the community of Heinsburg, due to safety considerations, could be suspended for three days at the discretion of the principal or his/her designate**
- 6. Ongoing bullying**

#### **Consequences of Level Three - If deemed necessary by administration**

- 1. First Level Three offence – 1 day suspension**
- 2. Second Level Three offence – 2 day suspension**
- 3. Third Level Three Offence – 3 day suspension and, if deemed necessary, removal of privileges, community service, counselling or restitution.**

**Out of school suspension: parents are notified by mail and/or telephone.**

**NOTE: All students who are at Level Three may lose the following privileges at Heinsburg Community School: sports, field trips, dances, and spectator for after school events until they again reach Level Two.**

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### **Level Four**

- 1. Fourth Level Three offence in the last two months.**
- 2. Actions by the student that, according to the principal or his/her designate, make it impossible to maintain order and discipline in the school, on school property or during activities sponsored by the school.**
- 3. \*Possession, intoxication or use of illegal drugs, alcohol, or inhalants (Board Policy)**
- 4. Neglect of duties (discretion of the principal or designate by case)**
- 5. Weapons (discretion of the principal or designate by case)**
- 6. Theft (discretion of the principal or designate by case)**
- 7. Vandalism (discretion of the principal or designate by case)**

8. **\*Violence or threats of violence toward another student, anyone authorized by the board of education to provide education programs and other services; volunteers and guests**
9. **Illegal entry into a premise belonging to the board**
10. **Arson**
11. **Extortion**
12. **Sexual harassment**
13. **Discrimination**
14. **Any offence of a criminal nature**
15. **Ongoing bullying (repeated)**
16. **Smoking, vaping, e-cigarettes inside the school or on the bus\*\***
17. **Publishing or sharing images without consent ( <https://www.parl.ca/DocumentViewer/en/41-2/bill/C-13/royal-assent/page-27#1> ) \*\***

**\*Board of Education requires a suspension (see St. Paul Education Regional Division #1 Policy 356)**

**\*\* Automatic 3 day suspension**

**\*\*\*3-5 Day suspension, plus RCMP contact in most cases**

#### **Consequences of Level Four**

**May receive a 5 day out of school suspension, and when deemed necessary, removal of privileges, community service, counselling, referral to RCMP liaison or restitution. *Note: a student is deemed to be a danger to themselves and others if continued attendance in school is deemed to be a detriment to the safe and successful operation of the school.***

**NOTE: A student who does not receive any disciplinary action in a two month period will go down a level in the discipline cycle.**

## Summary of Management Plan

**Level One:**      **Teacher Consequence and Office Referrals**

**Level Two:**      **½ Day In-School-Suspension**

**Full Day In-School-Suspension**

**Full Day In-School-Suspension**

**Level Three:**    **1 Day Suspension**

**2 Day Suspension**

**3 Day Suspension**

**Level Four:**    **First 5 Day Suspension**

**Second 5 Day Suspension**

