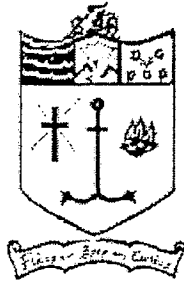


St. Joseph's Academy



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DISCIPLINE POLICY

STATEMENT OF PHILOSOPHY

It is a long standing belief that education and discipline are inextricably linked and that schools are places to set standards of behaviour with associated realistic sanctions against improper behaviour.

At St. Joseph's Academy we believe that all students are entitled to develop and learn to their fullest potential in a safe, orderly environment. To assist in the safe operation of the school and to protect the physical and mental well being of all its members, it is necessary to have clear guidelines and expectations for behaviour. We expect all members at St. Joseph's Academy to be competent, responsible individuals who behave in a socially acceptable manner.

Because every right carries with it obligation, we believe in a system based on "freedom with responsibility". Freedoms must not infringe on the rights of others and the learning environment must be one of order and cooperation.

DEFINITION OF DISCIPLINE

"..... the ability to co-operate with others. The aim of school discipline should be to teach students that a degree of obedience and conformity is reasonable and necessary to productive and harmonious interaction with others in any social group. At the same time, it should encourage individuals to internalize the fundamental values that are essential to the wellbeing of both the individual and society, and to accept responsibility for the consequences of their actions. In this way, young people can develop a self-discipline that arises from a respect for themselves and others rather than a fear of punishment and also develop the ability to distinguish between socially acceptable and unacceptable behaviour."

STATEMENTS OF BELIEF

1. The ultimate goal is self-discipline based on "freedom with responsibility".
2. All discipline matters should be dealt with in a prompt, professional, and consistent manner.
3. Specific guidelines are established to inform students of their rights and responsibilities while attending St. Joseph's Academy.
4. Disciplinary efforts must follow a set of outlined procedures which are documented in a concise manner.

5. The majority of students should not be denied a quality education by the disruptive few. Action must be taken to place disruptive students in a problem ownership role.
6. Parents/guardians are expected to take an active role in disciplining their children; therefore, a close partnership between home and school is necessary.
7. Every member of the school environment has the right to carry out his/her duties without being impeded or harassed.

Dealing with discipline issues is an integral part of the teacher's responsibilities. Teachers must recognize that academic content should be coupled with a commitment to helping all students grow and develop socially and emotionally. To do this, discipline issues must be integrated with instruction.

AIMS OF SCHOOL DISCIPLINE POLICY

1. To provide for an orderly operation of the school.
2. To provide a positive environment where students can learn and achieve to their fullest potential.
3. To ensure that students fulfil their academic responsibilities.
4. To help students learn how to properly conduct themselves in a social setting.
5. To protect individual rights while ensuring that the common goals of all members in the school environment are safeguarded.
6. To facilitate the principle of respect in our students:
 - respect for self
 - respect for others
 - respect for property
7. To have students set expectations for themselves and to help them pursue a career that matches their aptitudes and interest in becoming contributing members of society.

EXPECTATIONS FOR STAFF

Discipline begins in the classroom. At our school, the first step in the discipline process

is teacher's responsibility. Teachers call the students home and make the parents aware that a potential problem exists. This makes discipline somewhat easier. By the time information reaches the administrator's office, the parents have been informed and documentation has been completed. In matters of discipline, the dignity and rights of all students are to be preserved and respected. Refrain from discipline practices which include sarcasm, ridicule, humiliation or isolationism.

1. Classroom management is primarily the responsibility of each individual teacher.
2. Breaches of school/class regulations are to be dealt with promptly and consistently.
3. Every staff member takes responsibility for dealing with discipline matters that he/she encounters in the school environment.
4. Staff shall use physical force only if in their judgement it is to prevent the individual in question from harming himself/herself or someone else.
5. Supervisory duties, both assigned and assumed, shall be performed in an active manner.
6. Classroom teachers are responsible for making students aware of any specific regulations pertaining to their individual classrooms (attire, neatness, dismissal, etc.)

A first step in reducing discipline problems is to demonstrate positive expectations toward students. This is relatively easy to do for 'good' students but probably more necessary for the others. If you were lucky, you probably had a teacher or two who believed you were able and worthy, and expected you to be capable even when you presented evidence to the contrary. You probably looked up to these teachers and did whatever you could to please them (and possibly even became a teacher yourself as a result). Now is the time to return the favour. Expect the best from EACH of your students. Assume that EVERY child, if given the chance, will act properly. And, most important, if students don't live up to your expectations, DON'T GIVE UP! Some students will require much attention before they will begin to respond.

EXPECTATIONS FOR STUDENTS

1. All students are expected to know and understand the purpose of discipline and the need for a discipline policy. They are expected to know and understand the rules and regulations, and it is their responsibility to comply with these rules and regulations.

2. All students have the right to learn at St. Joseph's Academy. It is the student's responsibility to listen to instructions, to work productively, and to complete all assigned tasks to the best of his/her ability.
3. All students have the right to hear and to be heard. It is the student's responsibility to respect the rights of others who are speaking or receiving instructions. In other words, talking out of turn, shouting or making any unnecessary noise is prohibited.
4. All students have the right to be respected and are responsible for showing proper respect to their peers, the staff, the school and property. It is also the responsibility of students to report any theft or damage to property.
5. All students have the right to be safe at school. It is the student's responsibility NOT to intimidate, harass, threaten, or physically harm others.

ATTENDANCE:

Recognizing that absenteeism is a serious problem and that academic success is directly related to attendance at school, the interim Eastern School District policy states:

In the event that a student accumulates 7 cumulative days of unexcused absence from school, the principal (or designate) will be informed. The principal shall then direct a comprehensive assessment/investigation by appropriate school personnel. In the event that the assessment/investigation finds that special intervention is required an intervention plan will be developed and implemented.

For *children who are 6 years old or older* on December 31 and younger than 16 years of age on September 1, where there is no valid reason for the absenteeism, or where intervention is ineffective due to continued absenteeism:

- (a) the principal shall inform the parent/guardian in writing that a further accumulation of 5 unexcused absences will result in a referral of the matter to the police for investigation under Section 4 of the Schools Act.

For *youth 16 years of age* on or before September 1, where there is no valid reason for the absenteeism or where intervention is ineffective due to continued unexcused absenteeism:

- (a) the principal shall inform the parent/guardian in writing that a further 5 days of unexcused absences will result in a 1 day suspension and that the parent/guardian must accompany the youth on return to school.

- (b) a subsequent unexcused absence will result in a 3 day suspension with the youth being accompanied by the parent/guardian upon returning to school.
- (c) further unexcused absence(s) will result in 5 day suspension(s) with the youth being accompanied by a parent/guardian upon returning to school on each occurrence.
- (d) when a youth accumulates a total of 30 unexcused absences or a total of 30 days of suspensions in a school year the principal may request an expulsion.

PREPARATION:

Students are expected to be in their homerooms from 8:45 a.m. - 8:50 a.m. and 12:55 p.m. - 1:00 p.m. These times are reserved for taking attendance, making announcements and dealing with homeroom affairs. Students arriving after homeroom must be signed in at the office and receive a late slip to be shown to the teacher on entering class; this late slip is to be passed on to the homeroom teacher during the day. Lateness between classes will be dealt with by individual teachers.

Students are expected to come to class with all necessary textbooks, resources and materials for class. Students should be prepared for periods one and two when they come to morning homeroom; they should use a portion of recess to prepare for period three, and be prepared for periods four and five when they come to afternoon homeroom. Students **are not** permitted to go to their lockers between classes. Locker visits are permitted at the following times only:

- a) before morning homeroom
- b) at recess time
- c) at lunch time
- d) after afternoon dismissal

Regular attendance is required at all classes. When classes are in session, all students are expected to be in their assigned rooms unless excused by the teacher.

It is the student's responsibility to make up all work missed during his/her absence.

A student who has to leave school before afternoon dismissal must report to the office. These students must have permission from their parents or legal guardians, and must be signed out at the office.

Should a student be absent for three consecutive days without a legitimate reason being given, parents will be contacted by the homeroom teacher.

Students wishing to make an appointment with the guidance counsellor must make arrangements outside of class time. Students may leave class only if they have an appointment slip from the

guidance counsellor.

DRESS CODE:

Student dress should be in good taste and appropriate for the learning environment. Lightweight or summer jackets are permitted to be worn in the classroom. All jackets should be clean, and must not contain distasteful or degrading markings, decals or slogans. *No clothing depicting alcohol, drugs, sex, or distasteful slogans are permitted.* Blouses, t-shirts and other clothing must be modest and in good taste. (strap shirts, spaghetti-strap shirts and belly tops are not to be worn in school)

Students must have a change of clothes for physical education classes, and intramural activities. This may include lightweight sport jackets and sweaters, t-shirts, shorts or sport pants, and a pair of sneakers/gym shoes.

Caps are not permitted to be worn in classrooms. They should be placed in lockers and not taken to classrooms.

It is advised that footwear which leaves marks (particularly black streaks) on the school floor not be worn at any time. Teachers will monitor footwear and request that students remove shoes that leave marks/streaks on the floor. Students who continue to wear such shoes may be disciplined.

SCHOOL WIDE DISCIPLINE PROCEDURES

Each homeroom teacher will keep a *discipline log* in the classroom or teacher preparation room. This discipline log is to be made accessible to all teachers (including substitute teachers) who teach in their class. Both minor and major breaches of student directives will be recorded and are cumulative.

PROCEDURES RE MINOR OFFENCES IN THE CLASSROOM

- a) Incidents of *minor* disruptive behaviour during regular class or inappropriate behaviour before and between classes are to be recorded in the log book, *giving the name of the student, a brief description of the incident, the date and time it occurred.* The entry must be signed by the teacher making the entry.
- b) After three (3) incidents of misbehaviour have been recorded for a particular student, it will be the *responsibility of the homeroom teacher or a teacher designated by the*

homeroom teacher to make home contact. The time of home contact and the name of parent/guardian who responded are to be documented in the log book and signed and dated by the teacher making the contact.

Further to this action, the student's name is forwarded to the main office, and parents are sent written notification of the detention. The student will serve a fifty (50) minute detention supervised by the principal (or designate) on detention day. Detentions will be served on Wednesdays from 3:00 p.m. – 3:50 p.m. Parents/guardians must be given one days notice of the detention and informed that it is their responsibility to provide transportation home after the detention has been served.

- c) If misbehaviour continues after the initial home contact, after the student has accumulated *two* more incidents in the log book, *the classroom teacher will make a second home contact. Above procedure is followed, including a second detention.*
- d) Should misbehaviour continue after the second home contact, upon the next incident recorded in the log book, the student will be sent to the vice principal's office. At this stage, the vice principal will talk to the student, contact home by telephone informing the parents/guardians the student will have to serve an in-school suspension. A letter and a copy of the incidents will be given to the parents or forwarded the following day.
- e) Should further misbehaviour continue, after the next entry in the log book the *student will again be sent to the vice principal's office.* The student will be suspended from school.

The vice principal will arrange a meeting between parents, teachers, guidance counsellor, and a professional from the school board to discuss the behaviour of the particular student. The student may be required to be present at the meeting. *A condition on returning to school will be the signing of a behaviour agreement by the student and his/her parents/guardians.*

- f) Should misbehaviour still continue, upon the next incident the student will be directed to the vice principal and the following procedure will be followed. *At this point, the student will be given an out-of-school suspension (time to be decided). Upon returning to school, the student will be placed on probationary status whereby he/she may be immediately suspended, possibly leading to expulsion, if there is a reoccurrence of misbehaviour.*

The majority of students are co-operative and do not require a formal discipline plan. Up to fifteen percent of them may break rules regularly and require additional structure. Fewer than five percent of students are chronic rule breakers, necessitating crisis intervention procedures to address their disruptive behaviours.

PROCEDURES FOR MAJOR OFFENCES IN THE CLASSROOM

Various types of student misbehaviour demand direct and immediate action by the staff and administration. Consequences for such misconduct shall include immediate contact with parents/guardians, possible suspension and/or expulsion depending on the severity of the student behaviour. Some breaches of behaviour may require that the RCMP be contacted.

Some breaches of *behaviour considered to be major offences* are as follows:

- *theft, damage to or unauthorized use of school or other student's property*
- *smoking anywhere on school grounds*
- *threatening or assaulting a teacher or student*
- *physical confrontation (i.e. fighting) in school or on school property*
- *expressing vulgar and profane language or signs*
- *possessing, selling or being under the influence of a drug or narcotic*
- *possessing a dangerous instrument or object*
- *misbehaving on a school bus*
- *violations of the school's and district's computer acceptable use policy*
- *throwing snowballs*
- *sexual harassment or abuse of other students*
- *leaving school building without permission*
- *persistent poor conduct in class which interferes with the work of other students*
- *persistent neglect of work which is within the ability of the student to accomplish*
- *tampering with fire alarms and/or intentionally causing a false alarm*
- *truancy*
- *refusal to serve a detention*
- *for any other reason deemed necessary by the administration*

The principal (vice principal) shall be immediately informed and the student(s) shall be sent directly to the main office. The incidents are to be recorded in the homeroom discipline log.

The principal (vice principal) will interview the student and contact home by telephone requesting the parents/guardians come to the school to pick up the student. At the discretion of the principal (vice principal) the student shall be directed to serve an in-school suspension or an out-of-school suspension. Upon returning to regular classes, the student may be placed on probationary status whereby he/she may be immediately suspended, possibly leading to expulsion if there is a reoccurrence of the misbehaviour.

PROCEDURES FOR OFFENCES OUTSIDE THE CLASSROOM

Should a student contravene directives meant to contribute to safe and orderly operations outside the classroom, disregard safety procedures or behave in such a way that he/she interferes with the rights of students or staff; he/she will be disciplined.

When a teacher (on supervision or happens to be in a given area) witnesses a student violating directives in the corridors, stairways, cafeteria, gymnasium or on school grounds, that teacher must intervene to correct the problem or direct the student away from the problem situation.

Depending on the severity of the offence, as judged by the teacher, that teacher may record the offence on a school wide discipline report.

- a) If the offence is considered to be of a *minor nature*, the teacher will direct the report to the homeroom teacher to be noted in the homeroom discipline log book and filed with that student's discipline record. The protocol of three (3) and five (5) incidents are followed.
- b) If the offence is considered to be of a *major nature*, the teacher will direct the student(s) to the principal/vice principal for immediate action. The teacher will complete a discipline notice and pass it on to the principal/vice principal. The administrative action is recorded. A photocopy of the notice is then directed to the homeroom teacher to be noted in the homeroom discipline log book and filed with that students discipline record. The protocol of three (3) and five (5) incidents may be considered depending on the administration's action.

SUMMARY OF DISCIPLINE PROCEDURES

<i>Stage</i>	<i>Incidents of Misbehaviour</i>	<i>Protocol</i>
1	Three	Student's parents/guardians are contacted by phone or letter by a teacher. Student serves a 50 minute detention supervised by principal or designate.
2	Two More	Student's parents/guardians are contacted by phone or letter by classroom teacher. Student serves a second 50 minute detention supervised by the principal or designate.
3	One More	Student is sent to the principal or vice principal. Administration contacts parents/guardians to inform them that the student is suspended from school. Consultation and intervention by guidance counsellor.
4	Misbehaviour Continues	<p>Student is sent to principal or vice principal. Administration contacts parents/guardians to come to the school to pick up student.</p> <p>Meeting between parents, teachers, guidance counsellor and a professional staff member from the board to discuss behaviour of student.</p> <p>A condition of returning to school will be the signing of a behaviour agreement by the student and his/her parents/guardians. Student also given an in-school suspension.</p>
5	Misbehaviour still Continues	Student directed to the principal or vice principal. Student will be given an out-of-school suspension (duration to be decided). Upon returning to school, the student will be placed on probationary status whereby he/she may be immediately suspended, possibly leading to expulsion, if misbehaviour continues.

Before meeting with parents/guardians, the administration should be able to define and explain the student's misbehaviour in a non evaluative manner, as well as explain the school rules governing the

misbehaviour and the consequences of it.

DETENTION ROOM

On being given a detention a student will serve a 50 minute detention after school from 3:00 p.m. – 3:50 p.m. For this detention the student(s) will be supervised by the principal (or designate) and will be required to do specific work provided for the detention room. Generally, detentions will be served on Wednesdays. If a student is absent on that day, he/she will serve detention the following week. (Parents will be notified by the office on the day previous to the detention, and they will be responsible for providing transportation home for the student.)

Note: Students can only be sent to detention for an infringement of the student directives. Teachers should not send students to detention for failure to complete homework and various types of academic assignments. This type of problem must be dealt with through academic deficiency reporting to parents.

SCHOOL BUS REGULATIONS

Student cooperation is requested on the school bus. Students who are unwilling to cooperate may have to provide their own transportation. Students who travel on the school buses are subject to the school discipline policy.

1. The bus driver has full responsibility for the safety of the bus and students. All students must obey promptly his/her directions and all rules and regulations of the Eastern School District.
2. Students are not to move towards a loading zone until the bus comes to a complete stop.
3. Students are not permitted to smoke in or around the bus. Any student found doing so will be subject to immediate disciplinary action.
4. Student must not distract the driver.
5. Emergency exits and equipment must not be tampered with.
6. Students and parents/guardians are responsible for any damages incurred through acts of vandalism for which they are responsible.
7. A seating plan will be enforced in the event of continued problems on the bus.
8. Safety and caution are of the utmost importance. Therefore, student cooperation is vital.
9. Students who abuse the privilege of bus transportation will lose that privilege for serious or repeated offences.

10. To travel on another bus, a student must obtain a “bus pass” from the main office. Students who wish to go home on the kindergarten bus must receive permission from the office.
11. Being at the bus stop on time is the student’s responsibility. The bus will maintain a regular schedule at all times – making allowances for weather conditions.
12. Teachers will refrain from deliberately detaining students except when a late bus is arranged or when other means of transportation is available.
13. The bus will not pick up students between designated bus stops.

Consequences:

First Infraction: The student is suspended from the bus for a period of three days.

Second Infraction: The student is suspended from the bus for a period of five days. The student’s parents will have to meet with the school administration before the student is permitted back on the bus.

Third Infraction: Indefinite suspension (a minimum of ten days). Following a meeting with the parents, a decision will be made as to the possible permanent removal of the student.

Note: In all cases of suspension from a bus, parents will be responsible for ensuring the student is in regular attendance at school. If the student is not in regular attendance during this period, he/she will be reported to the Regional Education Officer for the Burin Region.

ALCOHOL AND DRUGS

These substances are never permitted in association with any school sponsored activity.

Parents/guardians may be notified immediately if any student is suspected of possession, or being under the influence of alcohol or drugs while on school property or engaging in a school sponsored activity outside the school. Depending on the circumstances, the RCMP may also be called to intervene. Consequences will be immediate suspension and criminal charges may be laid.

Student lockers are the property of the school. In the event of reasonable suspicion that a student may be harbouring illegal substances in his/her locker, the administration and/or the RCMP may search the locker. Damage to locks will be the responsibility of the student.

SMOKING

1. The school is a smoke free area and **no smoking** is permitted on school property at any time.
2. Any student found smoking on school property will receive a warning followed by suspension in the event of a repeat occurrence.
3. The selling of cigarettes to persons under 19 years of age is illegal. The administration may report any such occurrences to the police. Any students selling or buying cigarettes will have their parents contacted and may receive a suspension from school.

RELATIONSHIPS

Schools are places where students develop various relationships related to school work and even dating. It is advised that students maintain appropriate decorum (conduct) as it relates to any relationship that transpires in school and on school property. For example, "necking" is an inappropriate behaviour in or around the school. While holding hands may be appropriate on school grounds, it is not to be done in school.