

Elgin Park Secondary Progressive Discipline Policy

INFRACTION	TERM	DEFINITION	1 ST OFFENCE (1-3 truancies)	2 ND OFFENCE	3 RD OFFENCE	ON GOING	CHRONIC
Truancy	<ul style="list-style-type: none"> Semester System 	<ul style="list-style-type: none"> Absence from class(es) without reason or permission Leaving Campus without checking out Cumulative each semester 	<ul style="list-style-type: none"> Teacher meets with student to review expectations and assigns a classroom consequence Teacher contacts parent 	<ul style="list-style-type: none"> Teacher refers student to counsellor and assigns classroom consequence Counsellor contacts parents 	<ul style="list-style-type: none"> Teacher refers student to VP VP meets with student and assigns an office consequence VP contacts parents 	<ul style="list-style-type: none"> Teacher refers student to VP VP assigns an in or out of school suspension of 1-3 days V.P. meets with parents and student Final warning given 	<ul style="list-style-type: none"> <u>Over 16</u> – may be withdrawn from classes <u>Under 16</u> – educational program is reviewed
			After 5 Lates	After 8 Lates	After 10 Lates	Any Additional Lates (beyond 10 lates)	
Tardiness	Semester System	<ul style="list-style-type: none"> Late to class without permission On time means in the classroom ready to begin when the 2nd bell rings 	<ul style="list-style-type: none"> Referral to Administrator Detention assigned by administrator Parent(s) contacted 	<ul style="list-style-type: none"> 2nd Referral to Administrator Detention assigned by administrator Parent(s) contacted 	<ul style="list-style-type: none"> 3rd referral to Administrator 90 Minute School detention assigned Possible under 5 days suspension (for continued tardiness) Parent(s) contacted 	<ul style="list-style-type: none"> Automatic referral to Administrator Possible 90 Minute School detention assigned or under 5 days suspension (depending on situation) Parent meeting 	

SUBJECT TO INTERPRETATION BASED ON CIRCUMSTANCES/SEVERITY/REASONS

INFRACTION	DEFINITION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Fighting	<ul style="list-style-type: none"> All physical altercations between two or more persons 	<ul style="list-style-type: none"> Under 5 days in or out of school suspension Parent notification Anger management counseling Mediation/restorative justice Referral to IR3 program (grade 8/9) 	<ul style="list-style-type: none"> Under 5 days in or out of school suspension Parent conference Letter home Possible over 5 days suspension Possible RCMP notification 	<ul style="list-style-type: none"> Over 5 days suspension 	
**SUBJECT TO INTERPRETATION BASED ON CIRCUMSTANCES/SEVERITY/REASONS					
INFRACTION	DEFINITION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Assault	<ul style="list-style-type: none"> A violent physical or verbal attack on another person(s) An act that threatens or causes physical harm to a person(s) 	<ul style="list-style-type: none"> Under 5 days out of school suspension Parent conference Letter home Possible RCMP notification Possible over 5 days suspension 	<ul style="list-style-type: none"> Over 5 days suspension 		
**SUBJECT TO INTERPRETATION BASED ON CIRCUMSTANCES/SEVERITY/REASONS					
INFRACTION	DEFINITION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Vulgar or Abusive Language or Gestures	<ul style="list-style-type: none"> Use of vulgarity or cursing toward or in reference to a teacher, adult or other student This may appear either verbally, in writing, gestures or on clothing Cumulative each year 	<ul style="list-style-type: none"> Detention Parent notification Possible under 5 days suspension in or out of school 	<ul style="list-style-type: none"> Possible under 5 days in or out of school suspension Parent conference Letter home 	<ul style="list-style-type: none"> Possible over 5 days suspension Parent conference Letter home 	

INFRACTION	DEFINITION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Willful disobedience. Lack of compliance to staff, defiance, etc.	<ul style="list-style-type: none"> Failure to act as instructed by any staff member Cumulative each year 	<ul style="list-style-type: none"> Possible detention Parent notification Refer to vice principal Possible under 5 days in or out of school suspension 	<ul style="list-style-type: none"> Possible detention Parent notification Refer to vice principal Possible under 5 days in or out of school suspension 	<ul style="list-style-type: none"> Under 5 days suspension or possible over 5 days suspension Parent conference Letter home 	<ul style="list-style-type: none"> Over 5 days suspension
**SUBJECT TO INTERPRETATION BASED ON SEVERITY					
Misconduct	<ul style="list-style-type: none"> Inappropriate behaviour including disruptive and/or breach of the code of conduct 	<ul style="list-style-type: none"> Possible detention Parent notification 	<ul style="list-style-type: none"> Possible detention Parent conference 	<ul style="list-style-type: none"> Under 5 days in or out of school suspension Letter home Possible change of program 	<ul style="list-style-type: none"> If continues see willful disobedience
Intellectual Dishonesty/Cheating (see plagiarism section page 22 in the agenda book)	<ul style="list-style-type: none"> The conscious effort to improve grades by using notes, looking at another students' paper, etc. Use of electronic devices during exams 	<ul style="list-style-type: none"> Verbal or written warning and additional discipline at V.P.'s discretion Parent notification Teacher may give 0 or alternate assignment 	<ul style="list-style-type: none"> Possible suspension from class and loss of credit Parent conference Possible under 5 days suspension 	<ul style="list-style-type: none"> Possible over 5 days suspension Possible exclusion from financial awards in graduating year 	
**REFER TO MINISTRY OF EDUCATION GUIDELINES FOR PROVINCIAL EXAMINATIONS					
Use of tobacco and related products by any student on school property.	<ul style="list-style-type: none"> Includes using tobacco at any time on school grounds or at school functions Cumulative each year 	<ul style="list-style-type: none"> Possible detention Parent notification May be assigned to community service 	<ul style="list-style-type: none"> Possible suspension up to 3 days Parent notification 	<ul style="list-style-type: none"> Under 5 days in or out of school suspension Possible referral to substance use program/liaison Letter home 	<ul style="list-style-type: none"> Under 5 days in or out of school suspension Parent conference Letter home
Theft	<ul style="list-style-type: none"> Taking or being in possession of school or other's property without owner's permission Cumulative each year 	<ul style="list-style-type: none"> Detention or under 5 days in or out of school suspension based on severity Compensation Parent notification and possible RCMP Possible mediation 	<ul style="list-style-type: none"> Under 5 days in or out of school, or over 5 day suspension Parent conference Compensation RCMP notification 	<ul style="list-style-type: none"> Over 5 days suspension Refer to District Counsellor Notify parents and RCMP Compensation Letter home 	
**SUBJECT TO INTERPRETATION BASED ON SEVERITY					

INFRACTION	DEFINITION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Harassment including racism, sexism and other terms of verbal abuse	<ul style="list-style-type: none"> Derogatory comments including those of a sexual or racial nature that are intended to do harm to those of the same or opposite sex or different racial backgrounds 	<ul style="list-style-type: none"> Under 5 days in or out of school suspension Refer to counsellor Parent notification Referral to IR3 program (grade 8/9) 	<ul style="list-style-type: none"> Under 5 days in or out of school suspension or over 5 days suspension Letter home Possible RCMP notification 	<ul style="list-style-type: none"> Over 5 days suspension RCMP notification 	
Intimidation and threatening behaviour	<ul style="list-style-type: none"> Derogatory comments which imply violence or threats causing offended to be fearful for his/her safety 	<ul style="list-style-type: none"> Under 5 days in or out of school suspension Parent conference Letter home Referral to IR3 program (grade 8/9) Possible RCMP notification 	<ul style="list-style-type: none"> Over 5 days suspension RCMP notification 		
Possession of a weapon or explosives (including firearms or firecrackers) or a replica (refer to the Weapons & Violence Policy)	<ul style="list-style-type: none"> Possession on person, clothing, property or locker/vehicle, on school property or at school sponsored activities 	<ul style="list-style-type: none"> Under 5 day in or out of school suspension Possible over 5 days suspension RCMP notification Item confiscation 	<ul style="list-style-type: none"> Over 5 days suspension RCMP notification 		
Reckless Driving (includes new driver violations)	<ul style="list-style-type: none"> Including reckless driving on school grounds and adjacent streets Exceeding 15kph on school grounds “Burning off” tires as well as other negligent driving practices Cumulative each year 	<ul style="list-style-type: none"> Suspension of parking pass Parent notification Possible under 5 days suspension 	<ul style="list-style-type: none"> Suspension of parking pass for remainder of the year Parent and RCMP notification Under 5 days in or out of school suspension or over 5 days suspension 	<ul style="list-style-type: none"> Parent and RCMP notification Over 5 days suspension 	

INFRACTION	DEFINITION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Property Damage, Vandalism and Littering, False Fire Alarm	<ul style="list-style-type: none"> • Destruction or defacing school or personal property • Leaving garbage on school grounds • Cumulative each year 	<ul style="list-style-type: none"> • Detention and/or community service • Compensation • Parent and RCMP notified • Possible in school suspension • Possible under 5 days or over 5 days suspension 	<ul style="list-style-type: none"> • Under 5 days in or out of school suspension • Over 5 days suspension • Compensation • Parent conference • Letter home • RCMP notification 	<ul style="list-style-type: none"> • Over 5 days suspension 	
PENALTY DEPENDENT ON SEVERITY OF DAMAGES					
Found to be using, possessing or under the influence of drugs and/or alcohol on school grounds and/or at school activities	<ul style="list-style-type: none"> • Includes sharing of drugs/alcohol although not necessarily using or in possession when “apprehended” by school officials 	<ul style="list-style-type: none"> • Under 5 days suspension • Parent conference • Referral to substance use liaison • RCMP notification • Referral to IR3 program (grade 8/9) 	<ul style="list-style-type: none"> • Under 5 days out of school or over 5 days suspension • Parent conference • Referral to substance use liaison • Notify RCMP 	<ul style="list-style-type: none"> • Over 5 days suspension 	
Conscious association with others who use or possess drugs or alcohol on school premises or at school activities	<ul style="list-style-type: none"> • Where a student is aware and present with others who are using or possessing drugs or alcohol on school premises or at school activities but not actively using, transporting, concealing, or misleading authorities 	<ul style="list-style-type: none"> • Under 5 days suspension • Parent conference • Referral to substance use liaison • Referral to IR3 program (grade 8/9) 	<ul style="list-style-type: none"> • Referral to substance use liaison • Under 5 days out of school or over 5 days suspension 	<ul style="list-style-type: none"> • Over 5 days suspension 	
Sale of illegal drugs Sale of contraband	<ul style="list-style-type: none"> • Conducting sales or transactions of controlled substances on school property or at school functions • Cumulative during student’s enrolment at school 	<ul style="list-style-type: none"> • Under 5 days out of school or possible over 5 suspension • Parent and RCMP notification • Letter home 	<ul style="list-style-type: none"> • Over 5 days suspension • Parent and RCMP notification • Letter home 		

INFRACTION	DEFINITION	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Hardware and Software Vandalism	<ul style="list-style-type: none"> • Downloading and/or planting viruses • Attempting to “break in” to secure system files or attempting in any other way to breach security or cause internal/external damage 	<ul style="list-style-type: none"> • Loss of internet privileges for one school year or possible permanent removal of privileges • Parents contacted • Under 5 days out-of-school or over 5 days suspension 	<ul style="list-style-type: none"> • Over 5 days suspension 		
Inappropriate or illegal use of school technology	<ul style="list-style-type: none"> • Level 1: Use of inappropriate language or text-messaging services such as MSN 	<ul style="list-style-type: none"> • Detention or community service 	<ul style="list-style-type: none"> • Loss of internet privileges • Parent conferences 	<ul style="list-style-type: none"> • Loss of internet privileges for one school year • Parent conferences • Possible under 5 days out of school suspension 	<ul style="list-style-type: none"> • Permanent loss of internet privileges • Possible under 5 days out of school suspension
	<ul style="list-style-type: none"> • Level 2: Use of sexually suggestive vulgar or abusive language • Pornography, racism, hate, discrimination • Revealing another person’s personal address, phone no., picture, or other data without personal or parental consent as appropriate 	<ul style="list-style-type: none"> • Loss of internet privileges • Parent conference • Possible under 5 days out of school or over 5 suspension 	<ul style="list-style-type: none"> • Permanent loss of internet privileges • Over 5 days suspension 		

Weapons and Violence Policy:

- The Board has adopted a position of zero tolerance for aggression, violence or threat of violence in schools. Schools will investigate and apply discipline, as appropriate. The RCMP may be involved.
- Violence includes the actual or threatened use of physical, verbal or emotional power, by or against individuals or groups which results in physical and/or psychological harm, or is harmful to the social well-being of an individual or group of individuals.
- All persons who arm themselves with weapons, replica weapons or potential weapons will be dealt with. School discipline will apply and the RCMP may be involved.
- A weapon is any instrument designed to inflict injury or intimidate another person, or any instrument that is used in this manner. A replica weapon is any facsimile of an authentic weapon, including toys. Potential weapons include laser pointers.
- If you see or know that an incident involving violence and weapons has occurred or is about to occur, please notify school staff immediately about your concerns or call the YOUTH AGAINST VIOLENCE LINE 1-800-680-4264. Tips reported are handled in a safe and confidential way.