

D'Arcy McGee High School Discipline Policy

Behaviour	Expectations	Pyramid of Interventions for Infractions	Maximum Consequence
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 (ie. 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 truant for the first time will have his/her parent(s) notified by phone. • A student who is truant for the second time will have his/her parent(s) receive a letter of concern from administration. • A student who is truant for a third time will be sent home and will be required to return with his/her parent(s) at which time he/she will present a plan of action to remedy the problem. • A student who continues to be truant will be suspended internally. • A student who, despite the measures already put into place continues to be truant will be suspended externally. • A student who continues to be truant after having a plan-of-action meeting will be subject to an in-school disciplinary hearing. 	<ul style="list-style-type: none"> • Referral to a discipline committee hearing.
Arrival at Class	<ul style="list-style-type: none"> • Students will be in class and prepared to work (ie. sitting at their assigned location, with their required materials) before the bell rings to begin class. • Parents will reinforce the importance of punctuality and being prepared. • School staff will ensure that all students have the opportunity to be at their assigned location on time. School staff will also keep records of class lates. 	<ul style="list-style-type: none"> • A student who is late (non-verified) for class will be assigned a lunch hour detention. • After three lates, the parents will be notified and the student will be required to serve a Saturday detention. • After ten lates, the student will be sent home and will be required to return with his/her parent(s) at which time he/she will present a plan of action to remedy the problem. 	<ul style="list-style-type: none"> • Suspension of privileges (ie. noon hour, extracurricular activities).
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 (ie. spaghetti straps, midriffs, underwear). Headgear (hats, toques, hoods), are not to be worn inside the school. • Parents will reinforce the importance of choosing appropriate dress. 	<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 that the situation is unable to be remedied the student will be sent home to change his/her clothing. • In the event a student continues to disregard the dress code, he/she will 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. 	<ul style="list-style-type: none"> • Suspension of privileges (ie. noon hour, extracurricular activities). • Referral to a Discipline Committee hearing.

Dress Code (cont'd)	<ul style="list-style-type: none"> School staff will model appropriate dress and will monitor and enforce dress code and communicate with parents when necessary. 		
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 (ie. pornographic), nor will they access Facebook accounts 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. 	<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 for 2 weeks. Parents will be notified. A student who is in violation of the computer policy a second time will be subject to loss of school computer use for one month. Parents will be notified. A student who is in violation of the computer policy for a third 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. 	<ul style="list-style-type: none"> Referral to a Discipline Committee hearing.
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 assigned a Saturday detention and will serve it regardless of whether or not he/she has completed the work in the interim. A student who chooses to not hand in an assignment on time should expect a penalty when it comes to marking. A student who does not hand in a major assignment on time will be assigned a Wednesday detention. Parents will be informed. A student who chooses not to hand in an assignment on time should expect a penalty when it comes to marking. A student who continues to not hand in assignments as requested will be suspended internally and, if necessary externally. Parents will be informed either way; in the event that the student is suspended externally, he/she will be required to return with his/her parent(s) at which time he/she will present a plan of action to remedy the problem. 	<ul style="list-style-type: none"> A student who continues to refuse to hand in assignments and complete work as assigned by his/her teacher will be subject to a referral to a discipline committee.
Electronic Devices	<ul style="list-style-type: none"> Students will restrict the use of all portable electronic devices (ie. iPods, cameras) and cell phones to the cafeteria and outside, before and after school and during lunch-time. Parents will reinforce the notion of responsible use of electronic devices with their children. 	<ul style="list-style-type: none"> A student who violates the electronic device policy will have his/her device confiscated for the school day. The student will have the device returned at the end of the school 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 	<ul style="list-style-type: none"> Suspension of privileges (ie. noon hour, extracurricular activities). Suspension (Internal/External)

Electronic Devices (cont'd)	<ul style="list-style-type: none"> • School staff will model appropriate use of electronic devices and monitor the student use of these at school. Parents will be contacted when necessary. 	<p>retrieve the device at school.</p> <ul style="list-style-type: none"> • A student who refuses to comply with a staff member's request to hand over an electronic device will be immediately referred to administration. 	
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, the parents will be contacted. • If the misbehaving persists, a referral will be made to the behaviour technician, who will work with the student to formulate a plan of action to remedy the problem. The student may also be served with an internal suspension. The student will agree to take part in a restorative practice session, facilitated by a staff member. • 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, the behaviour technician, one or more representatives from the teacher team, and an 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 (ie. CLSC). The possibility of an alternative placement will also be considered at this level. 	<ul style="list-style-type: none"> • Referral to a Discipline Committee hearing.
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 educator will be involved and will intervene with the student; the parents will be informed. In cases that warrant it, charges will be laid. The student will agree to take part in a restorative practice session, facilitated by a staff member. Depending on the circumstances, the student may be assigned community service. • A student who steals at school or during the school day will be suspended externally for up to three school days. 	<ul style="list-style-type: none"> • Referral to a Discipline Committee hearing.
Vandalism	<ul style="list-style-type: none"> • Students will be respectful of all school property. In doing so they will understand that it is not acceptable to vandalize. • Parents will reinforce the understanding that vandalism 	<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 	<ul style="list-style-type: none"> • Referral to a Discipline Committee hearing.

Vandalism (cont'd)	<p>is not acceptable.</p> <ul style="list-style-type: none"> School staff will model appropriate behaviour and monitor and enforce the policy. Parents will be contacted when necessary. 	<p>during the school day will be suspended externally for up to three school days.</p> <ul style="list-style-type: none"> Regardless of the act of vandalism, the parents will be advised. 	
Failure to Serve a Detention	<ul style="list-style-type: none"> In the event that a student is served a detention, he/she will serve it as requested. Parents will support the measures that the school is taking to promote achievement and success. School staff will assign, supervise, and report detentions to parents. 	<ul style="list-style-type: none"> Failure to report to a detention will be treated as truancy (refer to “regular school attendance” policy). 	<ul style="list-style-type: none"> Referral to a discipline committee hearing.
Bullying (physical, emotional, cyber)	<ul style="list-style-type: none"> Students will refrain from any activity that makes one or more fellow students feel uncomfortable. Parents will support the school’s anti-bullying policy by promoting anti-bullying at home. School staff will model appropriate anti-bullying behaviour. Staff will monitor and enforce the policy; parents will be contacted if their child is bullying or being bullied. 	<ul style="list-style-type: none"> Any student or students who actively seek out one or more students with the intent of purposely harassing will be suspended immediately for one school day: Depending on the circumstances and the level of bullying, the suspension may be up to five school days. The police educator will be involved and will intervene with the student(s). Parents will be informed either way; the student will be required to return with his/her parent(s) at which time he/she will present a plan of action to remedy the problem. As well, the student will agree to take part in a restorative practice session, facilitated by a staff member. The following is a list of examples (although not exclusive) of bullying behaviour: verbal and physical aggression, threats, gossip, intimidating looks, ostracizing, hazing, laughing at others, sending unpleasant notes and/or messages electronically, posting mean comments in chat rooms, blogs, or sites. 	<ul style="list-style-type: none"> Referral to a discipline committee hearing.
Physical Aggression	<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) will be suspended internally for one school day. Parents will be notified. Both students will be required to participate in a restorative practice session. Two students who agree to a physical confrontation whereby punches or kicks are administered will be suspended externally for three school days. The police educator will be involved and will intervene with the student. Parents will be notified; upon 	<ul style="list-style-type: none"> Referral to a discipline committee hearing.

<p>Physical Aggression (cont'd)</p>		<p>return from the suspension, both students will be required to participate in a restorative practice session, facilitated by a staff member. As well, a re-entry meeting with parents will be held.</p>	
<p>Drug Use and the Sale of Drugs</p>	<ul style="list-style-type: none"> • Students will refrain from using and/or trafficking drugs at school. Students will not present themselves at school or at school events under the influence of 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 either under the influence, in possession, or trafficking 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; upon return from the suspension, the student will be required to participate in a restorative practice session, facilitated by a staff member. As well, a re-entry meeting with parents will be held. The school Drug and Alcohol Counsellor will follow up with the student upon his/her return to school (minimum five follow-up meetings). • A student who is caught trafficking drugs or with a quantity of 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. • A student who is caught a second time either under the influence or in possession of illegal drugs will be referred to a discipline committee hearing. 	<ul style="list-style-type: none"> • Referral to a discipline committee hearing.
<p>Sale of Cigarettes</p>	<ul style="list-style-type: none"> • 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 trafficking cigarettes or with a quantity of cigarettes deemed to be for the purpose of sale (as determined by the police) will be suspended for five school days. The police educator will be involved and will intervene with the student. Parents will be notified; upon return from the suspension, the student will be required to participate in a restorative practice session, facilitated by a staff member. As well, a re-entry meeting with parents will be held. 	<ul style="list-style-type: none"> • Referral to a discipline committee hearing.
<p>Physical Assault by one or more individuals on another</p>	<ul style="list-style-type: none"> • Students will refrain from any form of assault towards another student or staff member. • Parents will ensure that their children understand the law. • School staff will model appropriate behaviour; if and when necessary, school staff will impose the measures as 	<ul style="list-style-type: none"> • The Canadian Criminal code defines assault: <i>A person commits an assault when without the consent of another person, he (she) applies force intentionally to that other person, directly or indirectly.</i> • A student who commits assault will be suspended for ten school days. The police educator will be involved and will intervene with the student. 	<ul style="list-style-type: none"> • Referral to a discipline committee hearing.

Physical Assault by one or more individuals on another (cont'd)	<p>indicated in the school policy.</p>	<p>Parents will be notified; upon return from the suspension, the student will be required to participate in a restorative practice session, facilitated by a staff member. As well, a re-entry meeting with parents will be held.</p> <ul style="list-style-type: none"> • In the event a student commits a second assault, he/she will be referred to a discipline committee hearing. 	
Possession of Weapon	<ul style="list-style-type: none"> • Students will not have any type of weapons in their possession at school. • Parents will ensure that their children understand the law. • School staff will model appropriate behaviour; if and when necessary, school staff will impose the measures as indicated in the school policy. 	<ul style="list-style-type: none"> • A student in possession of a weapon at school will be suspended for ten school days. The police educator will be involved and will intervene with the student. Parents will be notified; upon return from the suspension, the student will be required to participate in a restorative practice session, facilitated by a staff member. As well, a re-entry meeting with parents will be held. • In the event a student is caught a second time in possession of a weapon at school, he/she will be referred to a discipline committee hearing. 	<ul style="list-style-type: none"> • Referral to a discipline committee hearing.

Glossary

Behaviour Technician: a staff member whose workload involves intervention and follow-up with students who are experiencing social, academic, and behavioural difficulties.

Discipline Committee Hearing: a formal meeting (usually held at the school board office) held for the purpose of determining the future school status of a student. Typically, a discipline committee is comprised of the following members: the school principal, one or two school commissioners, and a senior director from the Western Quebec School Board. The student and his/her parents are required to attend the meeting, at which time the individual student case will be reviewed. Following the meeting, the commissioners will make a recommendation to be brought forward to council. The decision may include one of the following: return to school, alternate placement, or expulsion.

Lunch & Learn Program: this program will serve to provide students with the opportunity to complete unfinished homework from the previous day. A student who has not completed his/her homework will be assigned to the Lunch & Learn room. The message that we are attempting to send is simple: *not completing work is not an option.*

Re-Entry Meeting: This is a meeting held between a school administrator, a student and his/her parents. The purpose of the meeting is to outline the necessary conditions for the successful return to school for the student.

Restorative Practice: Restorative practice is an approach to discipline where the offender(s), the victim(s), and school staff are all part of the process. Offenders come to understand the true consequences of their actions, and all parties, including the victim, then have a say in identifying ways the offender can repair the harm that has been done. Restorative practice does not replace other consequences, such as suspension. Rather, it strives to ensure offenders truly take responsibility for the hurt they have caused others, and take steps to make it right.

Suspension (Internal): A student who is assigned an internal suspension (one to five days) will be out of his/her regular classes for the duration of the suspension; however, he/she will be assigned to an alternate location within the school where work will be completed. Before returning to regular classes at school, the student will be required to participate in a re-entry meeting with his/her parents and administration.

Suspension (External): A student who is assigned an external suspension (one to ten days) will be out of school for the duration of the suspension; during the suspension the student is not to be on school grounds and may not participate in any school activity. Before returning to regular classes at school, the student will be required to participate in a re-entry meeting with his/her parents and administration.

Team Meeting: a meeting held between a student, the parent(s), one or more representatives from the student's teacher team, and an administrator. The purpose of the meeting is to resolve a particular concern for the student by developing an action plan.

Wednesday Detention: This is a staff supervised after-school detention that will be held on Wednesday afternoon between 2:00 pm and 3:30 pm. at school.