



Student Discipline Policy & Procedures

Policy Student Discipline Policy & Procedures	Adopted: January 9, 2017
	Reviewed:

Purpose:

The below policy is designed to bring structure and predictability to the classroom and school as a whole. This policy is founded on the premise that consequences for inappropriate actions and attitudes need to be immediate and real to the student, and also restorative in nature. This policy is in effect at school, at all official school functions, and during transit to or from school or school functions. Please note that the first component of maintaining school discipline is providing a positive environment where students can find reachable goals and rewards for achieving them. But when students choose to respond poorly to this environment, a clear, understandable, and fair system of dealing with negative behavior must be in place and supported by parents, students, and teachers.

The following are the general discipline guidelines at MCS:

- ✓ Teachers' discipline within the classroom follows the expectations and interventions outlined in the table below.
- ✓ Parents of students who continually struggle with classroom routines and/or discipline procedures should be contacted by the teacher when it is deemed that the student is not improving.
- ✓ If a student is being unresponsive to teacher directions and/or is unsafe, the Principal or Vice Principal will be called, and the student will be removed from the situation.

Restorative Practices

- ✓ It is our goal to restore brokenness when it exists in our community. MCS is committed to working with restorative practices when working with parents and students. Change for the better can best be fostered when those in positions of authority do things **with** others, rather than **to** them or **for** them. It is our goal to use restorative practices whenever possible when dealing with discipline issues at MCS.

Restorative practices usually begin with 4 questions:

- ✓ 1. What happened?
- ✓ 2. Who was impacted by these actions?
- ✓ 3. What will you take responsibility for today?
- ✓ 4. How can we restore the brokenness caused by these actions?

Student Discipline Protocols

Discipline Procedures

<u>Violation</u>	<u>Immediate Consequence</u>	<u>Administrative Intervention</u>
1) Unexcused late arrival for morning devotions or classes.	See Late policy for more information.	See Late policy for more information.
2) Unexcused Incomplete homework / lack of work in class.	Student will need to complete the work by an arranged date. If the behavior is persistent, teachers will phone/email home either (a) on the day of the latest incident (b) before progress report goes out or (c) before the incomplete notice goes out.	Progress reports will go home each month. At the end of term, incomplete notices will go home. Students have a maximum of two weeks after the end of the term to submit missing work.
3) Rudeness, disrespect, put downs, disruptiveness	Student warned by classroom teacher. If behavior does not stop, teacher removes student from class; meets to resolve the incident. If student is unresponsive, student is sent to the office to meet with the Principal or Vice Principal. If sent to the office a second time, student will receive break-time detention.	Three occurrences of detention or being sent home (combined #3-5) results in meeting with Principal or Vice principal, parents, and the student to look at finding extra measures to help the student overcome this problem.
4) Improper language		If the first administrative meeting is unsuccessful, student and parents will meet with Principal to look at continuing enrollment at the school.
5) Improper clothing or personal items	First two offenses - student must change immediately. The third offense - student sent home. Students sent home are required to complete all missed work.	Serious incidents will result in an administrative meeting to look at continued enrollment.
6) Vandalism (physical & virtual)	Immediate removal from class, meet with Principal.	Student faces probation or expulsion.
7) Fighting, bullying		
8) Drug/ Alcohol Use (anytime)	Immediate removal from class, meet with Principal.	
9) Smoking	Immediate removal from class, meet with Principal. Parents called, and the student will be sent home.	Meeting with Principal or vice principal, and parent. Student may be put on a behavior contract.
10) Internet & Technology Violations	Immediate removal from class, meet with principal. Technology access revoked	Serious or repeated incidences will result in suspension and possible expulsion

Administrative Intervention

Administrative intervention is required to establish intervention goals for a student's actions (if necessary), and to forge a path for the student's re-integration into the school community. The student may thus meet with an administrator one on one, or parent(s)/ guardian(s) may be requested to meet with administration along with the student to co-operatively set a plan for how to correct the problem in a way that helps the student grow and mature.

Suspensions

For serious or repeated issues, an in-school or out-of-school suspension may be given. During an in-school suspension, students are removed from regular classes, breaks, and any student activities. A student involved in an out-of-school suspension may not be on the school property at any time or participate in any extracurricular activities for the duration of the suspension.

When in-school or out-of-school suspension is given, a meeting with parent(s)/guardian(s), students, and administration is necessary before the student can fully re-enter the school community. The aim of this is to work with students in resolving serious problems, and to support parents as they walk with their children through the growing and maturing process.

If after one suspension meeting the student continues to demonstrate the same or a similar pattern of behaviour, one or more of the following consequences is possible at the discretion of administration: Expulsion or Probation.

Expulsions

If necessary, the school's administration may expel a student. Pending a final decision of expulsion, a student may be suspended indefinitely. Parents or guardians have the right to appeal an expulsion to the School Board. An expelled student may apply for re-admission at the beginning of the next school year. Entry will be granted at the discretion of the administration.

Probation

Probation is a period where the character and behaviour of a student can be observed (this includes academic behaviour). Students who are put on probation must demonstrate defined change in their patterns of behaviour or attitude within a given amount of time. If the student is unable to do this, they may be expelled or suspended indefinitely.