

## **STUDENT CODE OF CONDUCT**

### **I. STATEMENT OF PHILOSOPHY**

The Centre believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. This Centre Discipline Policy is intended to communicate expectations regarding acceptable conduct in the Centre in order to provide a positive learning environment for all students.

It is a responsibility of the Centre Directors, administrators and teachers to safeguard the health and safety of each student.

All rules and regulations regarding student behaviour will be approved annually by the Directors.

### **II. CODE OF CONDUCT**

#### **A. Student Code of Conduct**

The Student Code of Conduct is in effect from the time a student arrives at the Centre at the beginning of the day until the student leaves the Centre premises at the end of the day and at all times when students are participating in Centre-sponsored activities.

1. Parental/guardian involvement and cooperation is vital in the discipline process.
2. All Centre staff and parents/guardians will work together to correct the misbehaviour of the student and to maintain a written record of incidents of serious misbehaviour.
3. Measures to correct misbehaviour will depend upon the nature of the behaviour, the frequency, and the willingness of the student to correct the undesirable behaviour. The use of these measures is intended to encourage acceptable behaviour. Corrective action will normally begin at a minimal level and proceed to more serious action.

#### **B. Behaviour Expectations**

1. The following rules will apply:
  - a. Students will show respect and courtesy to other people at all times.
  - b. Students will show respect for property inside and outside the buildings.
  - c. Students will behave in a manner that does not endanger themselves or others.
2. When unacceptable behaviour cannot be readily corrected by the supervisors, the child's parents/guardians will be informed of the problem by the directors and requested to participate in solving the problem.
3. If the situation is such that special services personnel are needed, the Directors shall refer the student to the appropriate special service.

#### **C. Unacceptable Behaviour**

Disciplinary action may be taken as a result of any behaviour which is disruptive or which violates the rights of others. The following acts are examples of unacceptable behaviour and subject to disciplinary action.

The listing of minimum actions does not imply or require that a "step-by-step" progression of increasing severity be employed by a supervisor in dealing with a violation. However, there shall be a relationship between the severity of the offense and the administrative action.

1. Violation Against Persons

**a. Fighting**

Mutual combat in which all parties have contributed to the situation by verbal and/or physical action.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**b. Harassment**

Participating in, or conspiring for others to engage in acts that injure, degrade, or disgrace other individuals.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**c. Sexual, Racial and Religious Harassment and Violence**

Minimum Action: Student conference, parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**d. Bullying**

“Bullying” means repeated behaviour by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational and/or cyberbullying.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**e. Abusive/Inappropriate Language**

(1) Disrespectful language to others.

(2) Threatening language to others.

(3) Discussion of inappropriate topics i.e. sex, drugs and other topics deemed inappropriate by the directors.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**f. Interference/Obstruction**

Any intentional action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**g. Possession of a Firearm**

Minimum Action: Immediate suspension, notification of law enforcement agency.

Maximum Action: Expulsion or exclusion.

**h. Possession of a Weapon Other than a Firearm Which Could Cause Harm**

Minimum Action: Student conference, parent/guardian contact and possible notification of police.

Maximum Action: Expulsion or exclusion.

**h. Assault**

“Assault” is doing an act with intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

Minimum Action: Student conference, parent/guardian contact, and possible notification of police.

Maximum Action: Expulsion or exclusion.

**i. Aggravated Assault**

“Aggravated Assault” is committing an assault upon the person of another with a dangerous weapon or an assault which inflicts great bodily harm upon the person of

another.

Minimum Action: Student conference, suspension, parent/guardian contact and notification of police.

Maximum Action: Expulsion or exclusion.

**J. Hazing**

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm or embarrassment to a person, in order for the student to be initiated or affiliated with a student organisation, or for any other purpose.

Minimum Action: Student Conference and Parent/Guardian Contact.

Maximum Action: Expulsion or exclusion.

**2. Violation Against Property**

**a. Unauthorized Use of School Property**

The unauthorized/illegal use of school property.

Minimum Action: Student conference, parent/guardian contact and notification of police or juvenile authorities.

Maximum Action: Expulsion or exclusion.

**b. Wilful Damage of School Property**

Minimum Action: Student conference, parent/guardian contact and recommended restitution.

Maximum Action: Expulsion or exclusion.

**c. Wilful Damage to Property of Staff Members and Others**

Minimum Action: Student conference, parent/guardian contact and recommended restitution.

Maximum Action: Expulsion or exclusion.

**d. Theft**

The unauthorized taking or possession of the property of another.

Minimum Action: Student conference, parent/guardian contact, and possible notification of police or juvenile authorities.

Maximum Action: Expulsion or exclusion.

**e. Robbery/Extortion**

The obtaining of property from another where his/her consent was induced by a use of force or a threat of force.

Minimum Action: Student conference, suspension, parent/guardian contact and immediate notification of police.

Maximum Action: Expulsion or exclusion.

**f. Tampering with Food or Beverages**

Adding or attempting to add foreign substances to food or beverages, including Spitting into food.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**3. Violation Against School Administrative Procedures**

**a. Insubordination**

Refusal to follow Centre rules and regulations as directed by staff.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**b. Disruptive Behaviour**

Actions which interfere with effective operations of the school.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**c. Record and Identification Falsification/Forgery**

(1) Falsifying signatures or data on official records.

(2) Refusal to give correct identification or giving false identification when requested to do so by a staff member.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**d. Unauthorized Distribution**

Unauthorized distribution of literature on or near Centre property of inflammatory, libellous or slanderous material.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**e. Leaving Centre Building or Grounds**

Leaving school buildings or grounds during Centre hours without proper clearance.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**f. Chronic and Unexcused Absenteeism**

Minimum Action: Student conference.

Maximum Action: Expulsion.

**g. Truancy**

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion.

**h. Chronic and Unexcused Tardiness**

Minimum Action: Student conference.

Maximum Action: Expulsion or exclusion.

**i. Student Attire**

Manner of dress or personal grooming which presents a clear danger to the student's health and safety, causes an interference with work, or creates classroom or Centre disorder. The wearing of headwear and coats and the wearing or display of confederate flag, swastika and KKK signs or any other symbols that are prejudice is not permitted on Centre property or at Centre sponsored events. The wearing of any clothing that displays tobacco, alcohol, drug, or drug paraphernalia and offensive words, pictures or symbols is not permitted on school property or at Centre sponsored events. Clothing must cover back, shoulders, midriff and cover chest, buttocks and underclothing. No wearing of leggings, shorts, crop-tops, short skirts/dresses. Centre property is defined as Centre buildings and grounds, including the parking lot and staff property.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**j. Trespassing**

Physically present on a Centre campus or at a Centre activity after being requested to leave by the Directors or other person lawfully responsible for the control of said premises.

Minimum Action: Student conference and possible referral to police or juvenile authorities.

Maximum Action: Expulsion or exclusion.

**k. Student Cell Phone Use in Centre**

The following rules are intended to outline minimal expectations regarding cell phone use in school. Principals can enforce rules that are more strict.

(1) Cell phones must be turned onto Flight Mode during study session times.

(2) Cell phones may only be used to listen to music.

(3) No messaging or texting allowed during Centre times.

(4) Failure to follow these directives may result in the loss of all cell phone privileges at Centre and may result in other disciplinary actions including

suspension and/or expulsion.

(5) The directors reserve the right to look at Cell phone content if a Student is suspected of using the cell phone against any of the Centre rules. (i.e. being involved in cyber bullying)

Minimum Action: Student conference.

Maximum Action: Expulsion or exclusion.

#### **4. Student Camera Use in School**

The use of cameras in Centre by students is generally prohibited because of the disruption that can occur. However, in some very restricted instances, camera use by students is permitted.

(1) Cameras cannot be used in bathrooms.

(2) Failure to follow this directive may result in the loss of all camera privileges at Centre and may result in other disciplinary actions including suspension and/or expulsion.

(3) These rules are intended to outline minimal expectations regarding camera use in Centre.

Directors can enforce rules that are more strict.

Minimum Action: Student conference.

Maximum Action: Expulsion or exclusion.

#### **D. Removal of Student From Class**

##### **1. Grounds for Removal From Class:**

The grounds for removal are as follows:

a. Wilful conduct which materially and substantially disrupts the rights of others to an education;

b. Wilful conduct which endangers Centre employees, the student or other students, or the property of the Centre;

c. Wilful violation of any rule of conduct established in the discipline policy.

##### **2. Authority to Remove Students:**

The supervisor or tutors in immediate charge of the class from which the student is being removed; may remove a student from that specific class. A student may be removed from class when in the judgment of the supervisor or administrator authorized to remove said student, the student has violated one or more of the grounds listed for removal from class.

##### **3. The Procedure for Removal**

a. The student will be informed of the reason for removal.

b. The student will be given an opportunity to respond.

c. The parents/guardians will be informed of the removal.

e. The student will report to the area designated by the supervisor. If, in the judgment of the supervisor, allowing the student to move unescorted may endanger the student, other individuals, or Centre property, the supervisor should escort the student or request assistance from the office in escorting the student.

f. The student will be provided and expected to complete the sessions missed due to being removed from the class.

##### **4. Length of Time of Removal:**

Any removal which is longer than the activity being participated in or 45 minutes will come under the jurisdiction of this policy. The removal shall not exceed one hour per day for three consecutive days or three consecutive hours in a day unless by administrative action.

5. Responsibility For and Custody of a Student Removed From Class:

The Principal or designee will make the necessary arrangements.

6. Procedures for Returning the Student to Class:

The Directors/supervisors will return the student to the classroom.

7. Notifying Parents/Guardians:

The Director removing the student will communicate with the parent/guardian.

8. Procedures Determined Appropriate for Encouraging Early Involvement of Parents/Guardians:

Supervisors will attempt to discuss behaviour problems with parents/guardians prior to invoking the removal procedures.

**E. Other Violations**

**1. Gambling**

The playing of a game of chance for stakes.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**2. Disorderly Conduct**

Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion.

**3. Use or Possession of Tobacco and/or Tobacco Products**

Use of and/or possession of any type of tobacco product by any student, regardless of age

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Suspension

**4. Use, Possession, Distribution or Sale of Illegal Drugs, Alcohol, Narcotics, Drug Paraphernalia, or Simulated Drugs**

Students who violate the rules concerning the use of alcohol and drugs will be subject to one or more of the following procedures:

- a. Parent/guardian conference.
- b. Forced rehabilitation
- c. Notification of local law enforcement agency or other appropriate agencies.
- d. Dismissal from school (Suspension or Expulsion).

**5. Inappropriate Use of Technology**

Technology instruction includes computers, televisions, video or audio recorders and players, and other related technological equipment

Technology misuse includes, but is not limited to:

- a. Using unauthorized programs, software, videos, CDs or audiotapes.
- b. Attempting to bypass or alter computer security.
- c. Unauthorized modification of computer configuration (desktop pattern, sounds, etc.).
- d. Attempting to access, add, delete or alter information or files of another person or organization without permission.
- e. Using technology to access, transfer, copy or store inappropriate materials or messages.
- f. Use technology resources for commercial, personal profit or illegal enterprises.

Minimum Action: Student conference.

Maximum Action: Expulsion or exclusion.

#### **6. Academic Dishonesty**

It is expected that students pursue their academic studies in an honest manner and with integrity. Work that is turned in for credit needs to result from the student's own efforts. Academic dishonesty includes but is not limited to two major areas: cheating and plagiarism. Cheating is a deceptive act in which a student attempts to show knowledge which is not theirs. Plagiarism is presenting information from someone else, as though the ideas, words, or facts are the student's own.

Minimum Action: Student conference, parent/guardian contact.

Maximum Action: Expulsion or exclusion.

#### **F. Corrective Measures**

Discipline should not be confused with punishment. The goal of discipline is a self-regulated individual with mature attitudes and socially-acceptable standards of conduct.

Corrective measures used will depend upon the nature of the behaviour, the frequency, and the degree to which the student is willing to try to correct undesirable behaviour.

With the exception of serious violations of the Student Conduct Code, corrective measures will normally begin at a minimal level and then proceed to more serious levels. These procedures may include but are not limited to: conferences with directors, tutors, loss of Centre privileges; parent/guardian conference with Centre staff; dismissal for one day; suspension; expulsion; police referral; court referral and home instruction.

##### **1. Student Conference**

Conferences will be conducted with students regarding disciplinary matters to ensure due process. Each student facing the imposition of disciplinary action under this code of conduct must be informed, orally or in writing, of the facts and the nature of the conduct which has been challenged and be given an opportunity to explain his or her version of the facts or conduct which has been challenged prior to the imposition of discipline.

##### **2. Parent/Guardian Contact**

Depending on the violation and the seriousness of the action, a student's parent/guardian may be contacted by telephone or mail in addition to a student conference. The intent of the contact is to inform the parent/guardian of the violation and the student's attitude during the conference and to elicit parent/guardian support for correcting the unacceptable behaviour.

##### **3. Parent/Guardian Conference**

The directors/supervisors may request a parent/guardian conference, with or without the student present, to ensure parent/guardian understanding of the student's academic and/or behaviour problem and to mobilise a cooperative effort to correct the difficulty.

##### **4. Suspension**

"Suspension" means an action taken by the school administration prohibiting a student from attending school for a period of not more than ten consecutive school days. The suspension period may be extended an additional five days when it is determined that the student will create an immediate and substantial danger to persons or property around him/her. The purpose of suspension is to remove the student from the school environment and to provide time for the professional staff, parent/guardian and student to discuss the matter and bring

about an agreement on future conduct.

#### 5. In-School Suspension

In-School Suspension (ISS) may be required of a student for one or more breaches of the Code of Conduct. Students placed in ISS are required to remain in one room for a designated period of time. Students in ISS are under the supervision of Centre staff.

I \_\_\_\_\_ have read the above school rules and understand them. I promise to try and uphold this code of conduct to the best of my ability and take full responsibility and accept all disciplinary action against me if I break this code.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_