

Discipline Policy

1. PURPOSE

The word “discipline” is derived from the word “disciple” which means, “follower”. Discipline is an opportunity to redirect children in a more positive and accepting direction. At Hope Academy, we strive to create a caring, safe learning environment in which all students are encouraged to grow academically, emotionally, physically and spiritually. An important aspect of creating such an environment is implementing and enforcing a discipline plan in which expectations for behaviour and related consequences for misbehaviour are clearly defined. Since Hope Academy functions as an extension of the home, staff, administration and parents are encouraged to work in partnership and to communicate closely concerning matters of discipline.

We expect our students to be kind and considerate, helpful and discerning, and supportive of peers and teachers. Should a child need assistance (discipline) to be brought into harmony with this vision, a variety of disciplinary measures may be employed. The varying age of the students, their unique nature, the degree of the severity of the offense and the different backgrounds and experiences of staff members all contribute to the type of disciplinary action employed. Such actions may include counsel, loss of privilege, removal from peers, work assignments, restitution, referral to the principal, after school detention, parental conference, suspension or even expulsion. The school does not administer corporal punishment.

Parents, as partners in the education of their children, have the responsibility to reinforce the need for proper behaviour at school. They are expected to support the school in the enforcement of the Student Code of Conduct as well as the consequences for misbehaviour.

2. OUR STUDENT CODE OF CONDUCT

MY RELATIONSHIP WITH GOD

- I will speak of God in respectful ways.
- I will be respectful during Bible reading, prayer, singing, sharing, etc.
- I will respect myself because God created me in His Image.

MY RELATIONSHIP WITH THOSE IN AUTHORITY

- I will be respectful in my speech and conduct.
- I will be obedient to those in authority over me.

- I will not condone the disrespect displayed by others to those in authority.

MY RELATIONSHIP WITH OTHERS

- I will be respectful of others and I will not engage in bullying actively or as a bystander.
- I will address others properly and not resort to name calling, swearing or dirty language toward each other.
- I will respect everyone's property and use it only with permission.
- I will model inclusive behavior.
- I will respect everyone's person and remember, "no touching except for helping."
- I will learn to apologize and ask for forgiveness when I fail and seek God's strength to continue building a community of love and respect.

MY RELATIONSHIP WITH SCHOOL PROPERTY

- I will respect school property. This includes furniture, books, equipment, sporting equipment, the building and the playground.
- I will report any damage done and volunteer to pay for damages if I am responsible for the damage.
- I will accept responsibility for the cleanliness of the school grounds and playing fields.

3. STUDENT CODE OF CONDUCT & PLEDGE

At the beginning of each school year, all Hope Academy students will be made aware of the Student Code of Conduct and Grades 1-5 will be required to sign a pledge to respect and abide by it. Parents will also co-sign the pledge to promise to support the school's efforts in requiring their child to respect and abide by the Student Code of Conduct.

4. CORPORAL PUNISHMENT

Hope Academy does not use corporal punishment as part of its student discipline policy. It is unacceptable for school personnel and volunteers to use any form of physical discipline in all situations. Only when the safety of an individual is at risk will any form of physical action be accepted.

5. DEFINITIONS

i. **BULLYING** is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is real or perceived power imbalance (Ministry of Education's Policy/Program Memorandum No.144)

ii. **A DETENTION** occurs when a student is kept back from his or her regular school routine. A student will spend the morning or lunch recess in the classroom or office and s/he will be given another activity or task to perform.

iii. **A SUSPENSION** occurs when a student's attendance at school and participation in all school related activities is stopped temporarily.

- An *In-School Suspension* includes a temporary stoppage of the student's admittance into class and participation in all school activities.
- An *Out-of-School Suspension* includes a temporary stoppage of the student's admittance to school and participation in all school activities.
- An *Indefinite Suspension* is an Out-Of-School suspension after repeat offenses and disciplinary action, requiring the student to remain at home for an indefinite amount of time (maximum 2 weeks) until the parent(s) and the student have met with the school board and the Principal to discuss the future of that student's career at Hope Academy.

iv. **An EXPULSION** occurs when a student is no longer permitted to attend Hope Academy due to repeated and/or severe behaviour problem(s).

6. CLASSROOM MANAGEMENT

The classroom teacher is primarily responsible for maintaining a safe and reliable space for learning. Considering that each person is unique, it is expected and encouraged that each teacher will have their own individual disciplinary style. Within this freedom, however, teachers are required to abide by the school policies and see that they are taught and implemented constructively and consistently. If a discipline problem persists beyond the teacher's scope and/or resources, s/he is required to follow-through with the Principal according to this policy.

- **Teacher Responsibilities:** As with all incidents, the teacher is required to keep accurate, time/dated documentation when a student misbehaves and has received some sort of disciplinary action. These records are mandatory and will be used in the future if the misbehaviour persists. It is also required when a student is sent to the Principal.

7. IMMEDIATE REPORTING TO THE PRINCIPAL

There are certain times when a student misbehaves at school, sporting events or class trips that must be reported to the Principal immediately by a teacher. The following list is not exhaustive; however, it outlines behaviour examples which are considered *major offenses*:

- Disrespect of any authorized adult at any time (i.e.: teacher, assistant, chaperone, volunteer, etc.)
- Physical harm and physical fighting.
- Bullying, including cyber-bullying, of another student. (Please refer to earlier definition).
- Throwing objects in anger.
- Destruction and/or vandalism of school or personal property.
- Possession and/or distribution of illegal items and substances as well as entering the school property showing evidence of the use of illegal items and substances.
- Swearing and/or vulgar language.
- Possession of a weapon (i.e.: pocket knife, sling shot, paintball gun, air soft pistol, etc.)

- Uttering a threat to inflict serious bodily harm on another person.
- Physical, verbal, or sexual harassment.
- Unauthorized leaving of school property.

8. FIVE STEPS OF DISCIPLINARY ACTION

When other forms of classroom discipline have proven to be ineffective, the teacher will direct the student to the Principal for more formal discipline procedures. Referrals to the Principal will be dealt with using the following steps:

1. STEP ONE

For the first referral to the Principal, the student will serve an in-office detention for one noon hour. The Principal will call the parent(s) and send a Discipline Notice home that is to be signed by his/her parent(s) and returned to the Principal the following school day. The Principal will follow the four steps of discipline listed below:

- a. Show the student what s/he has done wrong.
- b. Give the student ownership of the problem – no excuses, no blame shifting, no “buts”, and no “if onlys”.
- c. Give the student a process for solving the problem s/he has created (restitution, resolution, and reconciliation).
- d. Leave the student’s dignity intact.

Major offenses, however, may result in immediate suspension.

2. STEP TWO

A second referral to the Principal will result in another in-office detention for one noon hour. The second Discipline Notice will be sent home to be signed and returned to the Principal the following school day. The Principal will also call the parents and explain to them what further disciplinary action may result if the behavioural pattern continues.

3. STEP THREE

If a student is referred to the Principal a third time, or any offence at any point is deemed serious enough by the Principal, the student may serve an Out-Of-School suspension at home. An Out-Of-School suspension can be 1-3 days in length, depending on the severity of the misbehaviour. The Principal may also send the student home mid-day for a “cooling down” period for the benefit of all parties concerned. In certain cases, at the discretion of the Principal, the student may be required to serve an In-School Suspension.

Following a suspension, a 10 day probation period will be in effect upon the return to school for the student. During this probationary period, the student may not represent the school at any extracurricular program or sports event. A violation of this probation will result in a 3-day Out-Of-School Suspension. If this occurs, the student will not be allowed to return to the school until the parents have met with the Principal and assured him/her that their child will respect the rules of the school. The student, parent(s), and Principal will meet to develop a plan to correct the behaviour and to bring about restitution and reconciliation.

4. STEP FOUR

If a student is referred to the Principal a fourth time, it is apparent that:

- The repeated use of the school suspension is not effective in ensuring positive behaviour on the part of the student or
- The safety and well-being of other students are in danger or
- The proper management of the class is not possible.

The Principal at this point may issue an **INDEFINITE SUSPENSION**. The student will not be allowed to return to school until the parent(s) and the student have met with representatives of the Board Executive and the Principal, and have assured them that their child will respect the rules of the school. The maximum duration of the indefinite suspension is two weeks. The student, parent(s), teacher(s), and Principal will meet to develop a plan to correct the behaviour in question with the goal of bringing about restitution and reconciliation.

5. STEP FIVE

If the previous plan to correct the student's behaviour does not bring about restitution and reconciliation and further behavioural problems occur, then expulsion from Hope Academy may be recommended by the Principal. The Hope Academy Expulsion Policy will be used.