

## HVHS Conduct Policy

(Used to address absenteeism and misconduct)

All members of the Harbour View community are expected to behave in a manner that demonstrates and warrants respect. These behaviour standards (outlined below) apply in school, during co and extra-curricular activities and while travelling to and from school. The foundation of this school policy is *The Positive Learning and Working Environment Policy* of the Education Act.

### Student Responsibilities

Students will:

- contribute to a safe and positive learning environment
- participate in learning opportunities to their potential
- assume increasing responsibility for their own learning
- accept responsibility for their conduct at school or on the way to and from school
- respect the rights of others and comply with all school policies
- complete assigned homework in class or at home
- attend regularly and punctually

### Teacher Responsibilities

Teachers will:

- encourage all students to work to their potential
- promote a positive learning environment at all times
- be the primary source of classroom discipline
- define and enforce consistently the basic code of acceptable behaviour
- ensure that students understand their expectations
- respect students and comply with all school policies

### Reporting Behaviour Incident(s)

When the above behaviours are ignored or chronically disregarded, the following phases of intervention will be implemented to address concerns.

(A) =Attendance (B) = Behavioural

#### Phase One:

(A)

- The Parent or Guardian will be contacted by the homeroom teacher after three unexcused absences.

(B)

- The Parent or Guardian will be informed of the problem by the teacher if a student's behaviour is considered a pervasive threat to the positive learning environment.
- The HVHS Conduct Policy is explained and, if necessary, reviewed with the student again. Appropriate sanctions or remediation, (ex. noon detentions to reflect, complete missed work; dates to report for tutoring, etc.) may be imposed at this time.
- **Not adhering to the assigned intervention is considered defiance. The student may be suspended or the parent asked to meet with administration regarding compliance.**
- The teacher will complete the electronic Misconduct Form and send it to the appropriate Vice Principal.
- The VP will take appropriate action to support the assigned interventions(s) and to assist the student in understanding appropriate behaviour for the future.
- Misconduct Forms will be filed in the Shared Documents on the S Drive.

#### Phase Two:

(A)

- The Parent or Guardian will be sent a Frequently Unexcused letter. The homeroom teacher will indicate (email) to the designated secretary that a first letter needs to be sent.

(B)

- The Parent or Guardian is contacted by the teacher. Possible interventions to change the student's behaviour should be discussed. Each situation will be handled with regard to both the student's needs and the learning environment of the remaining pupils in the class. Prior interventions will be taken into account to determine an appropriate course of action. Assigned detentions or tutoring are not, in themselves, a cause of behavior changes; the student must take steps to understand why change must be made. This may involve researching a topic, watching and responding to a video (on bullying for example) or other demonstrations of personal growth.
- The teacher may consult the Intervention Package on the S drive.
- **Not adhering to assigned interventions is considered defiance. The student may be suspended or the parent asked to meet with the administration regarding compliance.**
- The teacher will email the details of the situation to the appropriate VP who will attach it to the electronic Misconduct Form.
- The VP will take action to support the assigned intervention(s) and to assist the student in understanding appropriate behaviours expected for the future. The student is informed of the procedures involved in PHASE THREE.

#### Phase Three:

(A)

- At 10 or more unexcused absences the Homeroom teacher will confer with the VP to determine appropriate action (Grades 9 & 10, Mrs. Curwin; Grades 11 & 12, Mrs. MacGregor).
- The VP will meet with the student and call the home to explain how things will proceed (contract, daily attendance tracking, tutorial sessions, etc).
- A Performance Contract will be drawn up and signed.
- Excessive absence letter will be sent.
- Forms will then be kept in the appropriate VP's office.

(B)

- The Teacher informs the administration of the student's continued misconduct and the teacher and VP consult, regarding appropriate measures to follow.
- The VP contacts the home to discuss the situation and explain the sanctions being imposed and the conditions of the Performance Contract. **Should the student not comply with the conditions set, s/he will be sent home until a meeting with the parent or guardian can be arranged to sign the contract.**
- A minimum of three noon detentions will be assigned. Student will be closely monitored.
- A Guidance referral will be made at this time to assist the student in devising a plan for appropriate behaviour change.
- Misconduct Forms will then be kept in the appropriate VP's office.

#### Phase Four:

- Where possible, the parent or guardian, teacher(s), guidance counselor and administration confer to determine if any further interventions are appropriate before imposing a suspension.
- The student does not return to school from the time of notification until the meeting.

#### Phase Five:

- Where possible the parent or guardian and student meet with administration and a guidance counselor to determine education alternatives or removal from school.

*-All incidents that include belligerence, defiance, loud and offensive language, wearing of head coverings (both genders), snowball throwing, smoking in prohibited areas, and blatant disrespect will be dealt with promptly and could result in suspensions ranging from one to five days.*

*-Physical violence, criminal harassment, uttering threats, vandalism, weapons, and the possession or use of alcohol or drugs will result in IMMEDIATE SUSPENSION from school.*

*-Behaviour on buses will be dealt with according to Student Bussing Behaviour Guidelines and Consequences.*