

SWAN HILLS SCHOOL DISCIPLINE CYCLE

*Any misbehavior while on an in-school suspension will automatically be reverted to an out-of-school suspension.

Offense	1 st Incident	2 nd Incident	Subsequent Incidents
Repeated Level One Offenses (3 office referrals in a week or 5 in a month)	1 day in-school suspension	In same month, 2 day in-school suspension Behavior plan implemented	In same month, 3 day in-school suspension Behavior plan reviewed
Serious hands-on with intent to harm	1 day in-school suspension	2 day in-school suspension Loss of extra-curricular	1-3 day out-of-school suspension
Outright defiance or refusal	1 day in-school suspension	2 day in-school suspension Loss of extra-curricular	1-3 day out-of-school suspension
Theft/Break and enter	1 day in-school suspension	2 day in-school suspension	1-3 day out-of-school suspension
Coercion	1 day in-school suspension	2 day in-school suspension Loss of extra-curricular	1-3 day out-of-school suspension
Harassment/bullying (Most issues will first try to be solved with other non-disciplinary interventions prior to these disciplinary actions.)	1 day in-school suspension with restitution Referral to counsellor	2 day in-school suspension Safety plan implemented Loss of extra-curricular	1-3 day out-of-school suspension Safety plan reviewed Other interventions as required ie. PAWS
Possession of a weapon without intent to harm	1 day in-school suspension	2 day in-school suspension Loss of extra-curricular	1-3 day out-of-school suspension
Unsafe behavior/Vandalism	1 day in-school suspension	2 day in-school suspension	1-3 day out-of-school suspension
Swearing at/name-calling towards staff	3 day out-of-school suspension	3 day out-of-school suspension Behavior plan Loss of extra-curricular	Recommendation for expulsion
Fighting (repeated punching, violence)	3 day out-of-school suspension	3 day out-of-school suspension Behavior plan Loss of extra-curricular	Recommendation for expulsion
Verbal/written threats	1-5 day out-of-school suspension depending on threat VTRA protocol	Same as 1 st incident Loss of extra-curricular privileges	Recommendation for expulsion

Drug/alcohol possession or intoxication	3 day out-of-school suspension Appointment made with Mental Health and Addiction Loss of extra-curricular	Recommendation for expulsion	
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Cell Phone Policy

Cell phones will be allowed in junior/senior high classrooms as per the classroom teachers' policy. All teachers must have a cell phone policy in their classroom. If that policy is broken, the following will occur.

Steps for Intervention:

1. Tell student they must put the phone in their locker or backpack.
2. If they refuse, send them to the office.
3. Student will sign slip noting the condition of the phone, and the phone will be placed in the Principal's office. If the student continues to refuse in the office, parent contact will be made noting the students' refusal and possible suspension if it continues.
4. Student will pick up phone at the end of the day from the office.
5. Repeated offences will require the parent to pick it up from the office.

Late Assignment Policy

There will be a two week deadline on all assignments – no late submissions after the two weeks. If students fail to hand in an assignment a week after the due date, junior high students will be required to complete those missing assignments during their option time. High school students have until three weeks prior to the end of the semester to hand in any late assignments.

Late and Attendance Policy

Late Parameters:

A student is considered late if they are not present when you complete your attendance. Attendance will be taken immediately after O'Canada. If a student arrives during the time you are taking attendance, they are not considered late. Teachers will send students to the office for a late slip.

Division one and two:

Teachers will have their own means of dealing with students who are late to their classrooms. If a student is absent for more than 10 days, the teacher will notify the office. 3 lates will equal an absence. The office will then send a letter to parents and begin tracking the student. Parents will be notified again after 20% absences. If there is no improvement over the next month, the matter shall be referred to the Attendance Board.

Division three:

After 5 lates in a month the student will serve 30 minutes after school. This is per class as teachers will track their own lates. This will reset monthly.

If a student is absent for more than 10 classes, the teacher will notify the office. The office will then send a letter to parents and begin tracking the student. Parents will be notified again after 20% absences. If there is no improvement over the next month, the matter shall be referred to the Attendance Board.

Division four:

Three inexcusable lates will equal one absence.

If a student is absent for more than 10 classes, the teacher will notify the office. The office will then send a letter to parents and begin tracking the student. Parents will be notified again after 15 absences. When students are more than 20% absent and there is no improvement after a two week period, the matter shall be referred to the Attendance Board and the student will be removed from the classroom to an alternate setting. This is per semester.

Skipping

Skipping a class or classes will be identified as an unexcused absence, parents will be notified and students in elementary and junior high will make up the time that they have missed after school. High school students will have the natural consequence of missing instruction and eventually being removed from the class.