

STUDENT CONDUCT EXPECTATIONS

All students at École Leduc Junior High School are expected to comply with the following, which is an excerpt from the *School Act* :

SECTION 12. A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;*
- (b) attend school regularly and punctually;*
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;*
- (d) comply with the rules of the school;*
- (e) account to the student's teachers for his/her conduct;*
- (f) respect the rights of others.*

The school has rules, procedures, and consequences to help students understand just how important we think these expectations are both in terms of success in school and success beyond school. We expect all of our students to respect the rights and property of others.

ATTENDANCE POLICY

The Education Act is clear in stating that all students younger than the age of 16 shall attend school. Educational research clearly identifies regular attendance as a key component of student success and learning. Student attendance records are maintained daily throughout the school year and when student absences reach the identified levels below, the following actions will be taken:

Parents who have not informed the school in regards to their child's absence will be contacted via a program called "Power Announcer". This message will inform the parent that their child is absent and to contact the school.

Guidelines

1. The school staff will contact parents/guardians regarding a particular student's attendance issue.
2. Students who are occasionally absent will be excused providing that a parent/guardian has phoned the school or written a letter excusing the student or has presented a doctor's note.
3. Any quiz or assessment/evaluation missed may be given at a later date, or may be deleted at the teacher's discretion.
4. Students will be expected to complete assignments missed when they are absent if possible. Assignments that are to be handed in on a day when a student is excusably absent are due upon return to school or as arranged by the teacher in consultation with student/parent.
5. **When a student accumulates more than 10 absences a semester** (for example, September to the end of January) parents will receive an email notification from the school.
6. **When a student accumulates more than 15 absences a semester**, parents will receive a written notification from the principal.

Students who are truant from school may lose marks or credit on any assessment/evaluation given during the absence or on any assignment due during the absence. Students who are poor attenders, and who have demonstrated little effort to improve an unacceptable attendance history will be recommended for further disciplinary action. This may include in-school suspension for the purpose of catching up on missed coursework, being placed on school probation, being placed on an alternate learning program or an attendance board hearing.

What is expected if my child is absent from school?

Please call the school to verify any late or absent attendance. We also have an after-hours message machine where you can leave information about attendance. Attendance can only be verified by a parent or a legal guardian.

How can my child get school work if he is absent?

It is important for junior high students to understand that they are responsible for all work missed when away. As most teachers teach many students, it is the child's responsibility to speak to the teacher before they leave (in the case of a holiday) or when they return from an illness. Many teachers have classroom blogs and/or Google Classroom where students can access class information.

Attendance & missed school work

It is the student's responsibility to make arrangements with the teacher to complete the missed work, tests, or assignments. Each teacher has different expectations. If a parent has not called the school to indicate that the student was absent, the student may be required to produce a note explaining the absence. Failure to do so may result in the student losing marks for the missed test. Penalties may be imposed for late assignments. Whenever a student is away from school, he or she is missing valuable class instruction and guided work time. However, due to illness and appointments we recognize that students might occasionally miss school. Parents and students are encouraged to check the teacher blog and the corresponding work on Moodle and/or Google Classroom. Students will be able to follow along with course work by making use of these programs.

LATE POLICY

Definition: A student has an unexcused late if he/she is not in his/her scheduled class time and prepared for classes when the bell goes for the morning and afternoon registrations. Medical appointments are excused lates and will not be included in the following procedure. Frequent lates between classes will be dealt with on an individual basis.

Procedures:

Unexcused Registration Tardiness

A student has an unexcused late if he/she is not in his/her homeroom period or period 5 after lunch; prepared for class when the bell goes. Medical appointments are excused lates and will not be included in the following procedure.

Students who arrive late to school will be given an admittance slip at the office to show the particular period teacher upon entering the class. Students will earn a full lunch detention with administration (in the office) upon receiving their 4th tardy/late per semester. A 6th unexcused late will result in a meeting with parents and a letter sent home. A plan of support will be created to improve tardiness. A phone call home will be made by admin to discuss the next step.

Unexcused Classroom Lates

Teachers are expected to clearly communicate their expectations for attendance to their class and their parents how lates are handled as part of classroom discipline. Frequent lates between classes will be dealt with on an individual basis by the teacher who will keep parents informed.

HARASSMENT POLICY

Harassment is any verbal or non-verbal behaviour that in effect or intent disparages, humiliates, or harms another person. Each complaint will be investigated. Depending on the situation, a range of responses may occur from a written reprimand to recommendation for counseling, suspension, or expulsion. Students deserve a school environment that is safe, affirming, and respectful of all people.

“Bullying is when someone repeatedly says or does mean or hurtful things to another person who has a hard time defending himself or herself.”

~OBPP Teacher Guide, p. xii

The issue of harassment is taken seriously at École Leduc Junior High School. In order to maintain a safe and caring environment it is important to educate all students in our school about prevention and reporting of harassment/bullying. Our program is based on five elements:

1. Building Connections
2. Active Supervision by School Staff
3. Staying Safe
4. Caring Enough to Take a Stand
5. Restorative Discipline Strategies

Through the education of these five elements, students become aware of the effects of harassment and/or bullying, how to handle bullying and who to access in the school for help.

Please contact the administrators or counsellor if your child is having difficulty with peers.

QUESTIONS STUDENTS ASK ABOUT DISCIPLINE AT ÉCOLE LEDUC JUNIOR HIGH SCHOOL

What is likely to happen if I am sent to the office for inappropriate behaviour?

What happens depends on the behaviour and how often there have been difficulties previously. Some incidents may require a staff member talking through an incident with a student(s) to see that what they did was inappropriate, a warning might be given, parents may be informed, there may be a suspension from class, or a student may be assigned an in-school or out-of-school suspension. Serious or repeated occasions of ignoring the rules can result in School or Division probation or expulsion.

The term “**in-school suspension**” refers to the isolation of a disruptive or uncooperative student from regular classes and activities for an extended period of time during the school day. The goals of this intervention are to:

- (a) remove the student from the classroom to reduce the disruptive behaviour, and
- (b) allow the student an opportunity (away from others) to “calm down” and think about his/her behaviour, that is, teach self-control.

The benefits to using in-school suspension include:

- Supports for behavior modification along with continued academic learning. - Those students who don't want to behave and are being repeatedly disruptive are out of the classroom and not disturbing the teaching and learning of others.
- It is a very viable option to out-of-school suspension in that it does provide close monitoring of a student's behavior and progress.

When a student is on an in-school suspension he or she will be asked to voluntarily give their electronic device to admin/office staff .

Why are out-of-school suspensions assigned?

Out-of-school suspensions are enacted after the student has repeatedly chosen to misbehave over a given period of time or has committed a major offence. When behaviours have escalated to the point that an out-of-school suspension is assigned, the out-of-school suspension is a measure that actively enlists the parent in changing the student's behaviour and prevents more disruption to the learning of others.

What is the policy on the use of e-cigarettes/vaping, cigarettes, cannabis or other drugs, or alcohol in the school?

The school policy was created referencing BGRS Administrative Procedures 163 and 352 and states that students may not have tobacco products, cannabis or other drugs or alcohol, nor use, or be under the influence of, or in possession of alcohol, tobacco products, cannabis or drugs while on school property, which includes the school buildings, grounds, and bus transfer area or any place involving a school field trip. Consequences for choosing not to abide by these policies will be an out-of-school suspension and may also include probation, expulsion, or police involvement.

What is the school policy regarding fighting?

The school policy for students involved in fighting is an out-of-school suspension. School probation or expulsion may be imposed as well. This policy may apply to students who promote fights.