

**ALONSA SCHOOL**  
**K-12**  
**STUDENT HANDBOOK**  
**and**  
**CODE OF CONDUCT**  
**2022-2023**

**MISSION STATEMENT**

To recognize, encourage and celebrate student learning.

**SCHOOL MOTTO**

To make a difference through empowerment.

**FREEDOM FROM VIOLENCE AND ABUSE OF ALL STUDENTS, STAFF AND PARENTS**

All employees and students within the Turtle River School Division have the right to work and learn in a safe environment.

Students, staff and employees of the School Division have a responsibility to behave toward other divisional employees, agents within the school and students, in a courteous, respectful and non-abusive manner.

The School Division and its employees have the responsibility to take those actions deemed necessary to maintain an environment free from physical violence and emotional abuse. (Public Schools Act 96(c)).

Physical Abuse shall be defined as acts of violence against employees and/or students. In cases where families or property are abused, those cases can and should be reported to legal authorities.

Emotional Abuse shall include, but not restricted to the following:

- The aftershock of physical abuse
- Insults, obscene gestures, verbal abuse, ridicule or intimidation tactics
- Harassment defined as discrimination and/or prejudice premised on race, culture, religion, ethnic background, gender, lifestyle or physical appearance and/or disability
- Repeat incidents of physical or emotional abuse demonstrated verbally, physically or electronically by individuals or groups of individuals

Electronic abuse shall include but not be restricted to, the following:

- Derogatory or inflammatory comments, statements, innuendo or threats posted, sent or retrieved electronically – phone, text, social media

Students are expected to avoid all forms of gang activity. This includes such displays as gang colors, bandanas, tattoos and tag signs.

### **ALONSA SCHOOL CODE OF CONDUCT**

Students will speak and act politely and respectfully at all times

Students will resolve conflicts through discussion – in person or through mediation

Students are to demonstrate respect for diversity at all times

Students in the hallways/classrooms will walk in a safe and quiet manner and keep their hands and feet to themselves.

Students will respect the authority of all school staff and comply with all reasonable requests.

Students will arrive on time for classes with all required materials.

Students will respect all property whether personal or school.

Students will respect and maintain the learning environment of the classroom and the school for themselves and other students.

Cell phone or music players in class are a privilege when allowed in class at the teacher's discretion. When devices are used, they are to enhance the learning environment, not impede it.

## **BUS RIDERSHIP**

Good conduct is always expected on school buses. Parents and students are reminded that *transportation is a privilege and not a right*. A pattern of poor conduct may result in the loss of this privilege for a set period of time.

If a student misses the bus for any reason, it must be reported immediately to the school office. An effort will be made to reach the driver by radio to come back and pick up the missed student.

No food or drink is allowed on the bus for safety reasons (including nut allergies). Certain sports equipment may also not be allowed on for safety reasons. If you are unsure, please call your bus driver in advance to inquire. A more detailed bus policy will be given to students at the beginning of the school year.

Students are to:

- Remain seated while the bus is moving
- Speak quietly
- Enter and exit the bus quickly and safely
- Not distract the bus driver from his job of driving
- Treat all students and property with respect

*NEVER RUN OUT TO THE BUS.*

*ALWAYS WAIT UNTIL THE BUS HAS STOPPED MOVING*

*BEFORE LOADING OR UNLOADING!!*

## **FIELD TRIPS**

The school expects the following:

1. Students are to conduct themselves as good ambassadors for the school.
2. No smoking/vaping while students are under the official supervision of the school.
3. There is to be no usage or possession of alcohol or drugs.
4. Students on field trips are to travel with the school, both to and from the school. *Exception: Parents may pick their child up, or make other arrangements, provided they provide the school with a note giving permission. This must be done prior to departure.*
5. All trips require that a parental release form be signed prior to departure of the trip.
6. A charge based on mileage traveled outside of division boundaries will be collected to help pay for travel expenses.

### **HALLWAYS**

Students are to be in their assigned classes during class time. If they need to work in an alternate location, they are to be sent to a designated supervised work area.

Students are not to congregate by exits or in the hallway in a way that would impede student/staff or visitor traffic in the hallway

Grade 7-12 students should not be in the elementary hallways or washrooms

### **USE OF SCHOOL OFFICE**

The Principal's services are for all students. All students may seek information, counseling and help. Students should not hesitate to approach the office with problems or questions.

### **DAILY ATTENDANCE PROCEDURE**

Students in grades K-6 are to report to their classroom at the first bell (8:45am). Daily class attendance is kept. Parents are asked to call the school by 8:30am if your child will be absent. *There is an answering machine that will eventually pickup.* If a student is absent and we have not heard from the home, the school will call to confirm the child's whereabouts.

Students in grades 7-12 are to report to their homeroom at the first bell at 8:50 am where morning attendance is taken and then at the start of each class.

**Attendance for grades 9-12 students is also kept in each course the student is enrolled in. Parents will be notified at 5 and 10 absences by the classroom teacher. Three lates to class constitutes an absence. The school will notify the home advising of the school's right to withdraw the student from the course in question. The principal makes the final decision. The course credit may be denied.**

Grade 11 or 12 students who are on a spare are expected to be in either the classroom or the library if they choose to stay in school. Students who choose to leave school during their spare are required to sign out/in at the office.

### **GUIDANCE COUNSELLING**

All teaching staff assume the responsibility for guidance. At the beginning of the school year, K-4 parents are asked to designate a staff member they feel comfortable with should a counseling issue arise with their child. At the beginning of the school year the grade 5-12 students are also asked to name a staff member that they would be most comfortable with should they need counselling in some area.

### **CAREER GUIDANCE**

The school will try and provide students with opportunities to learn about different careers and schooling options, by having the students use the Computer program My Blueprint, bringing in representatives from the Universities and Community Colleges to speak to students as well as taking the students to career symposiums.

### **STUDENTS SICK AT SCHOOL**

Students who become ill during school should report to the office. Possible actions may be taken:

1. Have students lie down in the health room.
2. Call home and have parents pick up their child.
3. Take the student to a physician.
4. Medications may be administered following School Division Policy.

**NOTE:** Under no circumstances should a student simply disappear from school without notifying the office of their intention and identifying where they are going. Also, under no circumstances should a student take medication from another student.

### **MEDICAL POLICIES**

**\*\* Notice\*\*** All parents will be asked to fill out a URIS Health Care questionnaire at the beginning of each year, and from this health plans will be developed for those students with a health condition.

**Please notify the school of the following:**

1. Medication your child is on.
2. Procedure you wish followed regarding the administration of medication.
3. Any court orders involving care and custody of your child.
4. Any religious restrictions you believe the school should know concerning illnesses.
5. Allergies, epilepsy diabetics or other medical concerns your doctor deems necessary for the school to know.

### **NOON HOUR PRIVILEGES**

Students in K-6 may not leave the school grounds at any time without the permission of their parents or teacher. Parents are expected to notify their child's teacher and the school office if they plan to take their child out of school during the school day for any reason. Parents are expected to report to the office when they arrive to pick up their child.

Students in grade 7-12 will be allowed to go uptown at noon hour providing they have returned the yearly permission form that was in their registration package

granting them this privilege. Students are expected to sign themselves out in the office and sign themselves back in when they return.

### **LEAVING THE SCHOOL PROPERTY**

Only grade 11 & 12 students are allowed to leave school property during their spare periods during the day, and only then after notifying the office and signing out.

Leaving school grounds during spare periods or at lunch is a privilege for students and this privilege may be revoked if inappropriate behaviors occur while a student is away from the school during spare periods or at lunch.

### **BREAKAGE OF SCHOOL PROPERTY**

Students are asked to report breakage and damage of school property to the school office. If the breakage is accidental the school may not require the student to pay for it. Deliberate damage and breakage will be paid for by the students involved. Other consequences may also follow depending upon the circumstance. Parents may be responsible for covering the cost of the damage under the Parental Responsibility Act.

### **APPROPRIATE DRESS**

Hats, outdoor jackets, hoods and sunglasses are not to be worn in the school.

The school requires that students dress in appropriate attire for gym, which includes gym pants, shorts and proper running shoes.

Short tops and revealing clothing are not permitted in school. Tops that do not meet pants and expose midriffs and/or undergarments are not permitted nor are plunging necklines. Shoulder straps should be at least the width of two fingers. Short shorts and mini-skirts are also not considered appropriate school attire. Pants should be properly secured and not hanging down their hips.

Students are NOT to wear clothing displaying or promoting any aspects of illegal drugs, alcohol or tobacco. Students are to also refrain from wearing any clothing

with obscene pictures, sayings, and/or profanity on them. This dress code applies to all school related trips and functions.

### **STORM POLICY AND EMERGENCY BILLETING**

1. Parents or guardians are required, at the beginning of the school year, to complete an emergency billet form and return it to the school.
2. If a bus driver feels he/she is unable to make his/her A.M. route, or that the actual temperature at the home school is -38 C or colder, or the wind chill is -47 C or colder, or the bus driver shall immediately inform the transportation supervisor and Principal and thereafter inform all the parents on the route that the route will not be driven. If the bus driver is unable to contact the principal, the bus driver should contact the transportation supervisor or any senior staff member or the local trustee. The transportation supervisor shall inform C.K.D.M. Dauphin Radio (730am) and C.F.R.Y. Portage Radio (920am), and the school principal of any bus cancellations. The local trustee should be informed of the decision as soon as possible thereafter.
3. At the bus drivers' discretion, the driver may choose to delay departure to daylight for better visibility. *The driver is responsible for notifying parents and C.K.D.M.*

### **COLD WEATHER/PLAYGROUNDS**

The safety of students during cold weather is a concern to both the school and home. Decisions regarding whether students should remain outside or be brought indoors to protect them from the cold will have to be made occasionally. All possible measures must be taken to ensure their safety.

No student will be required to stay outside for prolonged periods of time when the air temperature or wind chill is -26 degrees C or colder. The staff and principal will use discretion to determine the length of time the students will be allowed to stay outside. Supervision will be provided in the school when cold weather necessitates that students remain inside. Students are permitted to warm-up in the school's doorway for a brief period during cold weather.



**Parents are reminded to ensure students of all age are dressed for cold weather.** The school recommends young children wear boots, ski pants, and a jacket or parka with a hood, toque or warm hat. Face and neck warmers are important to cover exposed flesh and warm mittens are preferred over gloves.

**It is Alonsa School Policy that if a child is well enough to come to school then they are also well enough to go outside for recess, so please refrain from sending notes requesting your child stay inside for recess.**

**\*\*\*\*\*REMINDER\*\*\*\*\***

Older students still need to be dressed warmly for bus rides to and from school in case of emergencies!!

### **PUBLIC ENTRANCES**

The school has three entrances. The main door will be opened at 8:30 am to receive staff and students. *Teacher supervision begins in the school at 8:30 am and parents are asked to not send students any earlier.* Students arriving before 8:30 am will be expected to remain outside and unsupervised until the doors open.

At 8:50 am all outside doors will be locked for the duration of the day. If you would like in, please ring the bell at the main entrance. All outside doors have "panic bars" which allow one to exit, but not to reenter the building.

*For the security of students and staff, all parents and visitors to the school are expected to use the main doors and report to the office immediately upon entering the school. The office staff will contact the person you are looking for with as little disruption to our instructional time as possible.*

### **PARKING**

No parking, or idling, in front of main doors is allowed, even if just dropping off, or picking up students, as this space is to always be open in case of emergency. This is also a school bus loading zone. Entering or exiting the parking lot during loading times (8:30-8:50 am and 3:20-3:40 pm) will be considered a violation of

“don’t pass law.” Our bus drivers are very vigilant, and you will be reported. The fine is now over \$600 and includes demerits on your drivers’ license.

## **SCHOOL SAFETY**

Alonsa School staff and administration do all we can to provide a safe, caring and supportive learning environment. The School has a School Crisis Support Procedures Manual. Reviews and practice of safety procedures (Lock Downs) are held periodically. Likewise, random drug sweeps (with dogs) may take place throughout the year.

Parents and Students are asked to report to school administration any information they have concerning safety of the school and the individuals who are there.

**No pets are allowed on the school grounds!**

## **STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular athletics and other activities is a privilege. Students are expected to maintain a positive attitude, model good citizenship/sportsmanship and perform their best academically. Students with attendance or academic difficulties may not be permitted to participate in extra-curricular athletics and/or activities. If a student misses a class for school-authorized activities such as a sports event, the student must notify teachers in advance of the absence and make arrangements to get any work missed. The student, and **NOT** the teacher, is responsible to see that all work missed during the student’s absence is completed by the prescribed deadline. When a teacher can substantiate that a student’s academic standing is at risk, he or she will give such evidence to the office. School administration will determine whether the student will be declared ineligible for the extra-curricular activity.

## **EVALUATION POLICY AND ACADEMIC REQUIREMENTS**

### **K-8 Students**

Students in K-8 will be evaluated on daily work assignments and projects. Subjects are evaluated on clearly defined outcomes. Report cards are issued three times per year in November, March and June. Percentage grades are not issued, instead an assessment key is supplied and applied to each outcome in the subject. In Grade 3,

students will participate in a Department of Education assessment, which is done in the fall. Grade 7 and 8 students will participate in a department of Education assessment in January. On the last day of school in June parents and/or students will be encouraged to pick up report cards from the office between 9:00 am and 12:00 pm. Report cards not picked up at that time will be mailed to the home.

### **Grade 9-12 Students**

Students will be evaluated on tests, daily work assignments, projects, and essays. Courses are evaluated on clearly defined outcomes. Students must demonstrate these outcomes to obtain course credit. To be successful on exams, students will be required to spend extra time to master unlearned outcomes. The teaching staff is flexible when providing extra teaching time. Noon-hours and spares are often used to allow this re-teaching to occur.

### **GRADE 7, 8 STUDENTS**

Students at these levels are required to take core curriculum consisting of Language Arts, Math, Science, Social Studies, Industrial Arts, French, Phys. Ed and Health. They do not write exams, mid-terms or finals, and are expected to be in class until the last day of school. Their report cards use an assessment key and percentage for each subject.

### **PROMOTION POLICY FOR GRADES 7 AND 8**

Students in Junior High will be promoted or retained on a per grade basis. The following guidelines shall apply:

1. If a student passes all courses in his grade he will be promoted to the next grade.
2. If a student fails courses in the following combinations, a *Conditional Pass* will be granted.
  - a) Fails one major and one minor subject
  - b) Fails one major subject
  - c) Fails two minor subjects
3. The student will be required to repeat the grade if he or she fails two major subjects. Extenuating circumstances may be considered.

*NOTE: Major subjects include: Math, English, Social Studies and Science.*

### **The Credit System: Grade 9-12 Students**

The student's final grade will be made up 70% course work and 30% for the exam to be applied to the final grade. The exception to this is Grade 12 Essential Math where the course work is worth 80% and the final exam is worth 20%.

Students writing provincial standards exams will have their provincial exam mark shown on their transcript as well as a blended term and exam mark.

For courses on the semester system, the final exams will be written in January and June. For NON-SEMESTER courses final exams will be written at the end of June.

There will be no Provincial Exams this year.

**\*\*\*\*REMINDER\*\*\*\***

STUDENTS WHO ARE ABSENT ON THE DAY OF A TEST MUST HAVE A PARENT CALL THE OFFICE **PRIOR** TO THE TEST. IF THE SCHOOL IS NOT NOTIFIED, PERMISSION TO WRITE THE TEST AFTER MAY BE DENIED!

EXAMS WILL NOT BE RESCHEDULED EXCEPT IN VERY EXTREME CIRCUMSTANCES!!

If buses are cancelled due to weather during exams, exams that day will be rescheduled.

Each year in May there will be an Informational Meeting for the current Grade 8 students and their parents to help with the understanding of graduation requirements and course selection for the following year. Please be sure to attend this meeting.

**GRADUATION REQUIREMENTS:**

For Graduation, the following prerequisites are necessary: The Department of Education requires that a student accumulate a **Minimum of 30 Credits**. Each student is required by the Department of Education to take 17 Compulsory Credits.

The core requirements are as follows:

**Grade 9-12**

English Language Arts 4 credits

Mathematics 4 credits

Science 2 credits

Social Studies 3 credits

Physical Education/Health Education 4 credits

Each student must obtain 13 optional credits in order to meet the necessary requirements. Selection should be made on the basis of:

- student needs
- interest and ability
- Admission requirements for post-secondary education and/or job entry level.,

### **MATURE STUDENT GRADUATION**

In order to graduate, students must:

- Accumulate a minimum total of 8 credits made up of compulsory and optional course, (recommend 5 at the 40 level)
- Must be 19 years of age at the time of graduation

#### **Mature Student**

English 40

Mathematics 40

2- grade level options at 40 level

And 4 additional credits from the options offered ie Business Courses, Science Course, Technology Course, Career Exploration, etc.

### **ELIGIBILITY FOR GRADUATION AWARDS**

For a graduate to receive monetary awards they must have completed all course requirements (daily assignments, projects and tests etc).

### **SCHOOL HONORROLL**

A student must have an overall average of 80% in order to graduate from Alonsa School with Honours.

### **COURSE WITHDRAWALS AND COURSE CHANGES**

A student wishing to withdraw from a course must go to the principal to obtain a course withdrawal form. This form must be signed by the principal, the subject teacher and the parent(s) or guardian. However, if the student is 18 years of age, signature of the parent or of the guardian is not required.

A student wishing to change a course will have 10 days after the start of the course. After the deadline, changes are not permitted unless deemed necessary by the principal.

### **STUDENTS 18 YEARS AND OLDER**

Students over the age of 18 are notified that their roles and expectations change as an adult in school. Adult students are to maintain a higher level of behavior than other students.

Contact about the students' progress must go directly to the student unless the student has provided written authorization for parents to be contacted.

Students are to maintain a passing mark in their class and have at least 60% attendance or they may be withdrawn from the course.

### **LOCKERS AND PERSONAL PROPERTY**

Students from Grade 7-12 will be assigned lockers by their home room teacher. Students will maintain their lockers in an acceptable manner, locker doors are to remain closed when not in use.

School supplied locks are available for \$3.00. A \$2.00 refund is given at the end of the year. Students are urged to use locks to deter theft.

The school is not responsible for loss of or damage to personal property brought to school by students. The school will investigate the incidents but any monetary settlements remain between parents, care-givers of student involved or through outside legal actions.

Lockers are school property and as such may be examined/searched at any time by the Principal should there be cause.



## STUDENT CODE OF CONDUCT

### Policy Statement:

To ensure that students and staff have a safe, productive environment in which learning can take place, Alonsa School shall make every effort to implement effective measures to deal with the inappropriate behaviors of students. This includes the establishment of preventative procedures, provision for appropriate early intervention strategies, and the administration of disciplinary action.

*Note: This is intended only to acquaint students, staff and community with the Code of Student Conduct. The entire Turtle River School Division policy manual may be reviewed at the school.*

### RESPONSIBILITIES OF...

#### **STUDENTS:**

- Be positive role models for others.
- Be actively involved in own education and diligent in studies.
- Practice appropriate conduct and be cooperative and respectful with staff.
- Support a positive school climate.
- Attend classes regularly and punctually.
- Respect other persons and property.
- Report safety concerns.
- Follow established school policies.
- Be clean, tidy and wear clothing, which is in good taste.
- Replace or pay for any school property, which is willingly destroyed, broken or damaged.

#### **PARENTS & GUARDIANS:**

- Be positive role models.
- Promote and support appropriate school conduct at home.
- Encourage and support regular school attendance and punctuality.
- Support effective parent-teacher communication.
- Be impartial regarding issues between your child and the school: hear all sides of the issue in working towards a solution.



**STAFF:**

- Provide an orderly, respectful, engaging classroom climate, which supports appropriate education for students of all skill and ability levels.
- Be positive role models.
- Encourage and support activities, which provide a safe, positive school environment.
- Supervise student behavior and provide corrective teaching when required
- Promote effective parent-teacher communication.
- Respect students' concerns and afford students fair hearings.
- Support professional development and curricular change.

**PRINCIPAL:**

- Be a positive role model for staff and students.
- Develop, promote, and enforce a *Code of Student Conduct*, which promotes a proactive approach.
- Cooperate with community agencies regarding student behavior.
- Keep others informed, on a need-to-know basis, about student behavior.
- Promote professional development and effective instructional practices.

## **PROTOCOL FOR BEHAVIOURAL INFRINGEMENTS**

Level 1 Teacher warnings

Level 2 – Teacher withholding privileges

Level 3 – Office withholding privileges

Level 4 – In –school-suspension

Level 5 – Out–of-school suspension

**Bus privileges follow similar protocol**

Level 1 – Bus driver warnings

Level 2- Bus driver withholding of privileges

Level 3- office removal of ridership

## **SCHOOL BOTTOM LINES FOR BEHAVIOUR**

- Not following Public Health regulations
- Use or Possession of Drugs or Alcohol
- Violence, weapons or threats of use
- Repeat participation in incidents of direct or indirect harassment of other students or staff
- Reckless behavior or behaviors causing or potentially causing injury to another
- Creating an unsafe condition by breaching established safety protocols for secure and monitored entrances, unsafe substances or products
- Use of electronic devices to harass, ridicule, threaten or violate the privacy and/or confidentiality of students or staff either in or out of school
- Blatant disrespect (ignoring requests by staff, swearing, name calling, insolence, insubordination, threats, intimidation, stalking) towards students, staff or the learning environment
- Failure to comply with reasonable requests by any staff member
- Multiple Level 3 discipline issues: include repeat classroom disruptions and repeat in-school suspensions

- Parents will be notified by either the teacher or the Administration about behaviors
- Suspension from class may be for up to 3 days, in-school and out of school up to 5 days

### **DISCIPLINARY RESPONSES Kindergarten- Grade 6 Students**

The following disciplinary responses apply to all students in Kindergarten through Grade 6. Administration has the discretion to implement one, all, or any combination of the disciplinary responses for the misconduct in question. The principal may also suspend a student for conduct injurious to the welfare of the school. In some cases, the principal may identify specific requirements (i.e., counseling) to be met before the student will be allowed to return to classes.

<b>MISCONDUCT:</b>	<b>DISCIPLINARY RESPONSE:</b>
<b>Harassment</b> - hitting, kicking pushing, bullying, pestering, threatening, or verbal harassment, assault	<ul style="list-style-type: none"> <li>- corrective teaching</li> <li>-communication with parent or guardian</li> <li>- suspension of up to two days in or out of school</li> <li>-the physical assault of staff will result in an automatic suspension</li> </ul>
<b>Theft</b>	<ul style="list-style-type: none"> <li>- performance or behavior contract</li> </ul>
<b>Vandalism</b>	<ul style="list-style-type: none"> <li>- suspension up to 5 days or more</li> <li>- Expulsion</li> </ul>
<b>Possession, use or threatened use of a weapon</b> (perceived or potential)	<ul style="list-style-type: none"> <li>-confiscate weapon</li> <li>- communicate incident to parent or guardian</li> <li>- corrective teaching and/or contract</li> <li>- report incident to appropriate authority</li> <li>- suspension for up to 5 days or more</li> <li>- Expulsion</li> </ul>
<b>Leaving School</b> Students staying for lunch will NOT be allowed to leave school property without parental consent	<ul style="list-style-type: none"> <li>- corrective teaching</li> <li>- loss of school-leaving privileges</li> <li>- communication with parent or guardian</li> </ul>
<b>Proper Dress</b> Clothing should be appropriate and in good taste for a school setting. Hats, caps, and bare/sock feet while indoors is inappropriate classroom dress. Students are to abstain from wearing clothing with writing or graphics that display obscenity.	<ul style="list-style-type: none"> <li>- communication with parent or guardian</li> <li>- corrective teaching and/or contract</li> </ul>
<b>Truancy and Tardiness</b> Every absence is considered unexcused unless it is due to: a) a school activity b) a medical, dental, or other appointment c) illness d)family business (compassion) - For an absence to be excused for reasons outlined in (b), (c), and (d) above, the parent or guardian MUST	<ul style="list-style-type: none"> <li>-corrective teaching and/or attendance contract implemented</li> <li>- each case is subject to review by school tract administration</li> <li>- excessive absence at all grade levels shall be reported to the truancy officer for investigation</li> </ul>

phone the school or send a note to the home room teacher outlining the reason for the absence.	
<b>Classroom Management</b> Every teacher shall be responsible for defining a code of behavior consistent with school and board policies Classroom code of behavior shall include respect issues, work habits, homework, punctuality, and attendance, and shall identify appropriate consequences for infractions.	- routines training and corrective teaching - communication with parent or guardian performance and/or behavior contract between teacher and student - teachers have the right to suspend a student from class for up to two days
<b>Insubordination</b> Failure to comply with a reasonable request made by a staff member.	-corrective teaching -communication with parents -in-school suspension -suspension from school for up to 2 days -parenting meeting

### **DISCIPLINARY RESPONSES Grade 7-12 Students**

The following disciplinary responses apply to all students in Grade 7 through Grade 12. Administration has the discretion to implement one, all, or any combination of the disciplinary responses for the misconduct in question. The principal may also suspend a student for conduct injurious to the welfare of the school. In some cases, the principal may identify specific requirements (i.e., counseling) to be met before the student will be allowed to return to classes.

<b>MISCONDUCT:</b>	<b>DISCIPLINARY RESPONSE:</b>
1. Inappropriate behavior, abusive language, harassment, violent activity, fighting, assault, or threat.	-communication with parent or guardian -corrective teaching and/or contract -suspension for up to thirty days -administration may report incident to police. -Fighting is an automatic 3-day suspension -A subsequent fight is a 5-day suspension -expulsion -physical assault on staff will result in an automatic suspension
2. Vandalism or theft	-communication with parent or guardian-corrective teaching -damage caused by "horsing around" will be paid for and assistance to repair damages may be required -willful damage of property will be paid for and may result in suspension -police may be contacted and charges laid.
3. Possession, use or threatened use of a weapon or a replica (perceived or potential)	-confiscate weapon for release to police or parent -communicate incident to parent/guardian -corrective teaching and or contract -report incident to the police and seek charges. -stolen articles are to be returned -threat with a weapon is an automatic 5-day suspension -suspension for up to thirty days

	-expulsion
<b>4. Proper Dress</b> – Clothing should be appropriate and in good taste for a school setting. Hats, caps and bare/sock foot while indoors are inappropriate classroom dress. Students are to abstain from wearing clothing with writing or graphics that display obscenity.	-communication with parent or guardian-corrective teaching and/or contract -written warning -suspension for insubordination
<b>5. Leaving school during the school day...</b> Grade 7-12's require an annual permission form to be signed by a parent or guardian and returned to the school	-communication with parent or guardian -corrective teaching and/or contract -loss of school leaving privileges. -suspension for up to 30 days for insubordination/non-compliance
<b>6. Smoking/Vaping</b> Alonsa School is a smoke-free environment, Smoke-free policy applies to the school, the grounds, public roads entering the grounds, private property adjacent to the grounds, and vehicles and locales used for school-sponsored activities.	-1 <sup>st</sup> Offense: written warning and communication -2 <sup>nd</sup> Offense: 2-day suspension -3 <sup>rd</sup> Offense: 5-day suspension
<b>7. Intoxicating Substances:</b> Supplying, possessing, or using intoxicating substances, including alcohol and illicit drugs.	-assignment for counseling and/or treatment-suspension for 10 to 30 days which may be followed by a one week in-school suspension -student supplying is subject to suspension for up to 5 months -administration may notify police -expulsion
<b>8. Cars at School:</b> The school allows students to bring cars to school, provided that: a) prudent driving is utilized b) cars are not used as a taxi service.	-communication with parent or guardian -contract with student defining behavior -further non-compliance shall be deemed insubordination and school suspension of 3-30 days shall be applied.
<b>9. Truancy and Tardiness</b> Every absence is considered unexcused unless it is due to: a) a school activity b) a medical, dental or other appointment c) illness d) family business (compassion)  In order for an absence to be excused for reasons outlined in (b), (c), and (d) above, the parent or guardian MUST phone the school or send a note for each teacher within 5 school days after the absence. Three unexcused lates will be considered one absence.	-corrective teaching and/or attendance contract is implemented. -after 10 unexcused absences the school has the right to remove the student from the course. (and no credit will be given) - each case is subject to review by school administration -excessive absence at all grade levels shall be reported to the truancy officer for investigation.
<b>10. Classroom Management</b> Every teacher shall be responsible for defining a code of behavior consistent with school and board policies Classroom code of behavior shall include respect issues, work habits, homework, punctuality, and attendance, and shall identify appropriate consequences for infractions.	-routines training and corrective teaching -communication with parent or guardian -performance and/or behavior contract between teacher and student -teachers have the right to suspend a student from class for up to two days -non-compliance may activate Board Suspension Policy.

<b>11. Computer Usage</b> All students must sign a computer and Internet usage agreement. Computers are to be used for school related activities. Physical abuse of hardware and hacking into software will NOT be tolerated. Conditions outlined in usage agreement must be adhered to.	<ul style="list-style-type: none"> <li>- warning and corrective teaching</li> <li>-loss of Internet privileges</li> <li>-suspension from school</li> </ul>
<b>12. Insubordination</b> Failure to comply with a reasonable request made by a staff member.	<ul style="list-style-type: none"> <li>-corrective teaching</li> <li>-communication with parents</li> <li>-in school suspension</li> <li>-suspension from school for up to 2 days</li> <li>-parent meeting</li> </ul>
<b>13. Electronic Devices</b> School computers and tablets are intended for research and learning purposes. Student phones, iPod, and personal tablets etc. are to be used outside of the school	<ul style="list-style-type: none"> <li>-warning and corrective teaching</li> <li>-communication with parent or guardian</li> <li>-staff will request the device and keep it until the end of the day</li> <li>-staff will request and keep the device for a week</li> <li>-parent will be requested to pick up the device</li> <li>-parent meeting</li> <li>-in school suspension with the phone left at home or at the office. Failure to do so will result in an at home suspension</li> </ul>

**APPEAL PROCESS:** Parents/guardians have the right to appeal any suspension by doing so in writing to the Superintendent of Education.

## GLOSSARY OF TERMS:

***INAPPROPRIATE BEHAVIOR*** - Any activity, which fails to show reasonable respect for another person or for property. Included in this is abusive language or gesture(s) directed towards a staff member. This will **NOT** be tolerated.

***HARASSMENT*** - Systematic or persistent actions such as taunts, insults, annoyances, demands, etc. designed to inflict distress.

***VIOLENT ACTIVITY*** - Any activity, which has the effect of impairing or possibly impairing the health and welfare of individuals. The school will attempt to determine the instigator(s) of a fight and that person(s) will be dealt with more severely.

**ASSAULT** - Physical, sexual, or verbal attacks or threats intended to demean, degrade, or provoke another person.

**THEFT** - The unauthorized taking, conversion, or use of another's property.

**VANDALISM** - The deliberate damaging or defacing of buildings, grounds, equipment, or personal property. If damage is willfully done, the student will pay for damages, be served a suspension and charges may be laid. If the damage is unintentional, the student will pay for the damage, and may also be required to assist in the repair of the damages or to perform school community service work.

**WEAPON** - Any item used or intended to be used to threaten or inflict harm.

**SCHOOL** - The physical space designed as a school, the school grounds, the routes to school, and the vehicles and locales used for school-sponsored activities.

**SUSPENSION** - A temporary exclusion (1-30 days) from attendance at regular classes, as outlined in the Turtle River Board Suspension Policy. Suspensions may be either in school or out-of-school at all grade levels. While suspended, the offender is **NOT** to be on school property and is banned from all school activities. Teachers also have the right to suspend a student from their class for up to two consecutive days. This would constitute an in-school class specific suspension.

**Alternative to Suspension** - where the situation warrants it, an alternative to suspension will be used. They may take the form of helping the care taking staff, cleaning the school or grounds keeping.

**EXPULSION** - The student loses the right to attend school for a substantial period of time, as determined by the Turtle River Board of Trustees.

**INSUBORDINATION** - Failure of the student to comply with a reasonable request made by a staff member.

## **COVID 19 RECOMENDATIONS**

There will be a few amendments to the Alonsa School Policies during Covid 19. We will be following all Manitoba Health Guidelines and will update parents as they change.

At the current time, Manitoba Public Health has the following recommendations:

While masks are no longer required to be worn in indoor public spaces in Manitoba, including schools, they are recommended in some situations, and individuals may choose to wear a mask based on their personal risk assessment or preference

Stay at home when sick

All students and staff are expected to monitor for signs and symptoms of COVID-19. If a student or staff member develops symptoms, they are advised to isolate (stay home) not attend school, childcare or work and follow public health guidance for isolation

It is recommended that anyone displaying symptoms of Covid 19, stay home until the symptoms have subsided. When returning to school, masks are recommended for 10 days.