

DISCIPLINE POLICY
ELK POINT ELEMENTARY SCHOOL

*“Discipline is a noun, something that all children should possess.
Discipline is not a verb, something we should do to children.”
-Maria Montessori*

Our Belief

Students have the right to be in school. With that right comes the responsibility to respect the rights of others and to become actively and productively involved in their own academic learning. Our school-wide discipline program is in place to ensure that student rights are being respected.

Our discipline policy is intended to be fair, consistent, progressive, and to maintain dignity for all involved. As a safe and caring school, our goal is to attempt to understand, provide strategies and offer opportunities to improve a student’s behavior.

It is our belief that school discipline is the responsibility of all school personnel; therefore the implementation of this policy will be done by all school staff.

This policy has been made in accordance with sections 31(a-i), 197(a.1,f), 196(1f), 32, 36, 37 of the Education Act.

Responsibilities of the Student

A student, as a partner in education, has the responsibility to:

- attend school regularly and punctually
- be ready to learn and actively engage in and diligently pursue the student’s education
- ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- respect the rights of others in the school
- refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day, or by electronic means
- comply with the rules of the school and the policies of the board

- cooperate with everyone authorized by the board to provide education programs and other services
- be accountable to the student's teachers and other school staff for the student's conduct
- positively contribute to the student's school and community

Responsibilities of Administration

A principal of a school must:

- maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the board
- provide a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging

Responsibilities of Professional Staff and Para-Professional Staff

A staff member, while providing instruction or supervision, must:

- maintain, under the direction of the principal, order and discipline among the students while they are present in the school or on the school grounds and while they are attending or participating in activities sponsored or approved by the board

Responsibilities of Parents and Guardians

The school is not an environment isolated from the rest of the community. The success of any education policy, especially one such as discipline, is dependent upon the involvement and support of parents. Parents play the lead role in the development of what is right and wrong, a sense of what is appropriate behavior, and an individual's self-esteem. As such, it is expected that a parent shall:

- take an active interest in their child's education, striving to provide the best possible home environment for growth and development
- act as their child's advocate in working with the school to find the best possible solutions to behavior issues when their children are involved

- confer with administration and staff to develop a plan to correct inappropriate behavior or conduct, and once initiated, show consistency between home and school in carrying out this plan
- be aware of the Board and school policies and expectations for student behavior and conduct and review those policies and expectations with their children

Goals of the Elk Point Elementary Discipline Policy

- To provide an environment that is safe, positive and conducive to the learning process
- To provide students with opportunities to become responsible and caring members of the community
- To keep parents and guardians informed about the discipline policy and students' behavior in regard to the policy
- Taking into account each individual's circumstances, we will implement logical and consistent consequences

The following procedures are in place to create a school climate that reflects an atmosphere of safety, harmony, and respect for all students, staff, school facilities and property. The following procedures reinforce this principle and allow behavioral concerns to be dealt with in a fair and consistent manner.

MINOR OFFENSES:

Minor offenses in class or on the playground will be handled "on the spot" by staff members as part of their regular responsibilities.

Consequences for Minor Offenses (Classroom)

Actions may include one or more of the following, depending on the severity or frequency of the inappropriate behavior:

Step 1: Reminder or verbal warning

Step 2: Discussion or review of student expectations

Step 3: Addressed at the classroom level using individual teacher strategies

Step 4: Time out in Buddy Class

*Should minor offenses not be resolved through these steps, or become cumulative, the student will be referred to admin. Information regarding the reason for the student's visit and the subsequent action plan, will then be communicated to parents/guardians, the homeroom teacher and any other staff involved.

Consequences for Minor Offenses (Playground)

Step 1: Verbal warning

Step 2: If the behavior continues, the student will be sent to sit on a bench or stand at the wall for a time out. Supervisors will use discretion for the amount of time.

Step 3: If the behavior continues again, or if the student leaves the bench/wall without permission, the supervisor will refer the student to the office.

MAJOR OFFENSES

Major offenses can be broken down into two main categories:

- Severe conduct, which interferes with, or threatens the orderly functioning of the school, or adversely affects the well-being of others

- Severe conduct injurious to the safety and/or dignity of students or staff

The following behaviors constitute a MAJOR OFFENSE:

- Defiance of authority (open and bold resistance to authority; student continues to engage in the behavior after being told to stop) or wilful disobedience (refusing or repeated failure to follow school rules)

- The passing of notes with the intent to hurt others

- Using obscene gestures or language

- Spitting at others

- Leaving school property without permission

- Using physical force against another

- Throwing objects, including snowballs, at another person

- Taking the property of others without permission

- Wilful abuse and destruction of the property of the school or others

Consequences for Major Offenses

Depending on the severity of the offense, possible consequences of a major offense may include:

- **In School Suspension** - one-half day, full day, or multiple days depending on the severity and/or frequency of the behavior, as well as the student's attitude and progress in the ISS
- **Out of School Suspension** - three to five days, a student/parent/admin conference will be required before the student returns to school
- Referral to the Board for **Expulsion**

Extracurricular Activities

Upon review of a student's discipline file, the student may also be suspended from the following: classroom parties, special day events, Christmas Concert, extracurricular activities, intramurals, Outdoor Education Camp and field trips.

PROCESS FOR REPEATED OFFENSES

If there is a pattern of repeated inappropriate behavior by a student, there may be increasing consequences used. The discipline policy outlines potential actions which escalate as the number and/or frequency of student misbehaviors increases. A serious single incident may also result in a more serious consequence.

This policy is intended as a general outline and may vary depending on the circumstances or severity of an incident and the needs of the individual student.

It is important to note that communication with parents/guardians is an integral part of the discipline process. Our goal is to work together with students and their families to bring about a positive change in behavior.

REFERENCES:

THE ALBERTA EDUCATION ACT & ST. PAUL EDUCATION ADMINISTRATIVE PROCEDURES

Education Act

https://www.qp.alberta.ca/1266.cfm?page=e00p3.cfm&leg_type=Acts&isbncln=9780779831494

📄 AP 160 Welcoming Caring Respectful Safe and Inclusive Learning Environments.pdf

📄 AP 350 Student Conduct.pdf

📄 AP 355 Student Discipline.pdf

📄 AP 356 Student Suspension and Expulsion.pdf

