



## STUDENT DISCIPLINE POLICY

### PHILOSOPHY & PURPOSE

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Our goal is to work together with students and parents to provide a **safe** and **comfortable learning environment** for all of our students. To help us do this, we need to have a clear code of conduct that our students understand.

We believe school-based discipline interventions should:

- show students what they have done wrong,
- show students how they are responsible for their actions,
- show students that there are consequences,
- show students that they can create solutions,
- keep students' dignity intact,
- encourage the development of positive social skills through active modeling by staff,
- establish a positive learning environment are actively supported by the home.

### RIGHTS AND RESPONSIBILITIES

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You have the **RIGHT** to hear and be heard. It is your **RESPONSIBILITY** to listen and not interrupt those who are speaking.

You have the **RIGHT** to learn. It is your **RESPONSIBILITY** to be on time, be prepared, listen to instructions, do assigned work, and work in a way that does not infringe upon the learning of others.

You have the **RIGHT** to be respected and supported. It is your **RESPONSIBILITY** to respect and support others, and to avoid humiliating or belittling others, even if your intent is humour.

You have the **RIGHT** to be safe. It is your **RESPONSIBILITY** to treat others in a way that does not hurt them, or cause them to be afraid.

You have the **RIGHT** to privacy and to your own personal space. It is your **RESPONSIBILITY** to respect the property of others and to accept their right of privacy.

As a member of society it is your **RESPONSIBILITY** to exercise your **RIGHTS**. It is up to you not to allow your rights or the rights of others to be threatened. If you cannot do something, you must tell a responsible adult of the situation.

You have the **RESPONSIBILITY** to become knowledgeable about and assume responsibility for conducting yourself within this code of conduct – it is how we do things at ATSS.



## **ATMS CONDUCT EXPECTATIONS**

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All students are subject to the rules of the school while on the school premises, in going to and returning from school, and at all school sponsored games and functions, whenever and wherever they are held.

The following are some of the major rules. Since all rules cannot be stated, students are expected to **use their common sense**.

### **PLEASE:**

- **be respectful to everyone you meet.**
- **know and follow the STUDENT COURTEST CODE.**
- **dress appropriately. Shirts are to remain tucked in at all times in the building.**
- **follow the instructions of the administrative and teaching staff, and the lunchtime supervisors.**
- **attend school daily unless you have permission to be excused.**
- **bring all the necessary material to class.**
- **seek excellence (give 100% in all you do).**
- **eat your lunch in your homeroom. Food or drink is NOT permitted in any other areas of the school including the hallways, computer rooms, library, or gymnasium.**
- **use common sense in all situations.**

### **PLEASE:**

- **do NOT use inappropriate or offensive language.**
- **do NOT physically or verbally abuse, harm, or threaten others.**
- **do NOT disobey a staff member, volunteer, noon hour supervisor, or visitor.**
- **do NOT be disruptive in your class or in the school.**
- **do NOT copy other people's work or cheat on tests or assignments.**
- **do NOT leave the school campus at any time during the school day unless you have written permission from your parents or guardians.**

## **DISCIPLINARY ACTION - CONSEQUENCES**

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ATMS ensures that students receive corrective action in a timely, judicious and responsible manner. Methodology for addressing disciplinary infraction when they arise should conform to the value statements outlined in our Code of Conduct Philosophy.

Students are subject to the ATMS Code of Conduct while attending school and school functions. This includes while on buses in transit to school, at sporting events and on school sponsored field trips.

ATMS has a **Behaviour Response Plan** that categorizes behaviours into three Levels. Level I Behaviours are considered minor rule violations and are dealt with by teachers at the class level. Level II Behaviours are defined as chronic behaviours that require collaborative intervention of staff, administration and parents. Level III Behaviours are serious infractions that require immediate referral to the office. For a complete list of these behaviours, please refer to the **ATMS Behaviour Management Protocols & Teacher Resource Booklet**.



### **LEVEL III BEHAVIORS - SERIOUS OFFENCES (ZERO TOLERANCE):**

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Traditional Schooling requires staff and students to uphold the highest standards of conduct. Our goal is that, through mutual respect and order, both teachers and students can maximize their efforts in the classroom. There is “zero tolerance” for the following behaviours.

These offences include, but are not limited to:

- inappropriate or offensive language,
- physical violence or verbal threats,
- willful disobedience or defiance,
- damage to school property or the property of others,
- using or taking the property of others without permission,
- leaving the school property without permission,
- causing a false fire alarm
- academic misconduct (cheating, copying or plagiarism).

### **CHEATING/PLAGIARISM POLICY:**

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Plagiarism is a form of stealing. It usually involves taking someone else's ideas or work and claiming it as your own. This includes the following:

- Copying ideas, phrases, sentences or paragraphs from books, the internet or any other source without giving credit to the author.
- Paraphrasing: This is when a student uses ideas which are not his/her own and simply changes an occasional word or the order of a sentence.
- Submitting work from parents or other students: although we encourage parent involvement, students should not hand in work which has any portion written by parents, or other family members.
- Using photographs, charts, statistics, figures, numerical data or any other visual source without giving the source of the information in the assignment.
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### **CONSEQUENCES:**

1<sup>st</sup> Incident – “0” for assignment, parent notified by teacher, teacher assigned discipline.

2<sup>nd</sup> Incident – “0” for assignment, parent notified, referral to office, recorded in permanent record, warning of suspension issued

3<sup>rd</sup> Incident – “0” for assignment, parent notified, suspension.

### **COMMUNICATION EXPECTATIONS WITH PARENTS & GUARDIANS:**

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ATMS faculty and administration pride themselves on a collaborative working relationship with parents where problems are identified early and information is constantly shared to ensure best strategies are followed in the support of children's learning needs. This spirit permeates our intentions in regards to communicating disciplinary events to our parents.

Where Level III Behaviours have taken place our expectation is immediate communication with all members related directly to the care of the student. This includes teachers, principals and parents or guardians. Teachers/principals typically attempt to contact families directly involved or affected by disciplinary events within 24 hours if immediate contact is not possible. Parents are expected to be proactive communicators and contact the school whenever they have concerns regarding their child's safety at school. When in doubt, we share information and collaborate in our efforts to aid students.