

Suspension from Class:

When a particular student interferes with the teaching of other students, the issue has to be addressed.

Suspension from class:

This procedure is intended to assist in dealing with “typical” disruptive behavior. **Incidents of a severe nature will be responded to with immediate action by the administration.**

If after normal classroom interventions have been tried and have not brought about the desired behavior modification, removal from the classroom may be necessary.

When you ask a student to do something, they may not do it immediately. If this happens, ask to speak to the student privately and then ask the student, “Let me get this right. Are you refusing to ____?” This puts the responsibility on the student and makes them accountable for their own actions.

Prior to the first step in this procedure, it is assumed that **classroom management strategies** have been used by the teacher.

First Step:

1. Request the student leave the room with specific instructions to remain outside the door until the teacher has an opportunity to leave the class and speak to the student individually (hopefully not more than 5-10 minutes at the most).
2. At this time the teacher should explain to the student how he/she is interfering with learning process in the classroom.
3. Ask for more cooperation in order to provide a more productive learning environment.
4. Explain to the student the consequences of their choices.

Anytime a student is dealt with, a short note should be documented.

Second Step:

1. If the student continues to cause a disruption or does not comply with the teacher’s instructions in Step 1, the teacher will ask the student to go to the office.
2. Immediately after this, the teacher will call the office to let the secretary know that student “X” is on his/her way.
3. The teacher will notify the student of the detention.

4. As soon as possible, the teacher should make personal contact with the student to facilitate a smooth re-entry into the class.
5. By the end of the day, the teacher will complete the Student Discipline Report documenting the incident, pass it in to administration and contact the student's home by telephone or email. **It is critical that this be done as it provides the dates for further action if required. The student will automatically receive a 25-minute detention to be served at noon on the day assigned (or when it suits the office's schedule).**

Further disciplinary action:

When the above actions do not remedy the problem, further disciplinary action will be taken by the administration. This may include suspension from school, meetings with parents, contracts, etc. The principal can suspend from 1-5 days; if more than that is necessary, the issue must go to the Board for approval (except in very serious defined incidents).

Use of Harmful Substances (Drugs, Tobacco, Alcohol)

Tobacco – Smoking by students, staff and visitors is not permitted anywhere on school property. A total smoking ban is in place in all buildings, properties and vehicles owned by the Public Schools Branch. The consequences for violations of this policy are: 1st offence – 1 day suspension, followed by 3 days, 5 days and referral to the Board for subsequent infractions. These requirements are clearly outlined in Public Schools Branch Policy. Distribution or selling of cigarettes to any student under the age of 19 will result in a 10-day suspension and a report to the police.

Alcohol or other harmful substances – The possession, use, selling or distribution or being under the influence of any drug or harmful substance is prohibited at school, on school property or at any school activity on or off the school property. Students who violate this rule are subject to very severe consequences, including school suspension of 5-10 days, exclusion from extra-curricular activities for one year and reporting of the incident to police. There will be a review by school committee after 5 months.

SUSPECTED ALCOHOL or DRUG USE

If a teacher suspects a student is under the influence of alcohol or drugs:

- Contact administration to come collect the student from class or escort the student to the office. You do not need to explain your concerns to the student at this time, just say that the administrator wants to see him/her.
- Explain to the administrator your suspicions.

Administration will:

- Call in another administrator or youth service worker to be present.
- Evaluate the evidence.
- If drug use appears probable, tell the student your concerns.
- Ask the student to empty their pockets, kitbag, etc.
- If no proof is found, call home and request that the parent come and pick up the student as they are not able to be in school for the remainder of the day.

If proof is found, follow School Board procedures (confiscate, call parents and police, suspend).

Bullying, Harassment and Discrimination Policy:

Harassing, bullying and discriminating on the basis of any personal attribute such as race, culture, gender, disability, physical size or weight, or sexual orientation will not be tolerated. Harassing behaviors or actions that abuse or humiliate individuals, interfere with their performance or create an intimidating or hostile environment are prohibited.

Unwanted comments, verbal and/or written abuse, unwelcome gestures, actions that invade privacy or personal property, spreading unfounded rumors or deliberately spreading misinformation will not be tolerated. Students have a responsibility to ensure that the school environment is free from harassment.

Staff strive to provide a safe and harmonious learning climate. The school should be a safe and friendly environment where students and staff hold a mutual respect for each other. There will be “zero tolerance” for incidents of harassment, bullying or discrimination. This means that each reported incident will be followed up by staff or by the administration quickly and appropriate action taken. Harassment, bullying and discrimination situations typically do not stop on their own. Often these issues continue to get worse until the victim, a witness or a concerned parent takes the first step and talks to a teacher or the school administration about it. Reported incidents will be investigated and an appropriate course

of action will follow. Persons reporting should be prepared to provide specific details and names. Serious and/or persistent occurrences will result in parent involvement and a 5-day suspension from school.

Attendance:

Please click the [link](#) to find the Public Schools Branch's Policy regarding Attendance and Engagement

Lates:

1st late - Teacher gives the student a warning

2nd late - Teacher calls home and notifies parent

3rd late - Detention

Skipping Class:

1st Incident - Teacher meets with the student, issues a warning and contacts the office and home.

2nd Incident - In-School Suspension (Learning Center)

Cell phones/Recording/Playback Devices:

Students are expected to place their cell phones in their locker during class time. Students are not to be using cell phones or Smartwatches in class, in hallways, or in washrooms during class times. Smart watches cannot be worn during tests or assignments.

Teachers may allow students to bring a cell phone to class and use it for instruction purposes, but this must be arranged prior to the class.

Progressive Consequences to Cell Phone Misuse:

1st Incident

- The student is directed by the classroom teacher to meet administration to hand over their cell phone for the remainder of the class. The student will then attend the Library/Learning Center to work for the remainder of the class period. The classroom teacher will complete a Student Discipline report and forward it to administration.

2nd Incident

- The student is directed by the classroom teacher to meet administration to hand over their cell phone for the remainder of the school day. The student will then attend the Library/Learning Center to work for the remainder of the class period. The classroom teacher will complete a Student Discipline report and forward it to administration. The student will serve a detention at noon in the office.

3rd Incident

- The student is directed by the classroom teacher to meet administration to hand over their cell phone for the school day. The student will then attend the Library/Learning Center to work for the remainder of the class period. The classroom teacher will complete a Student Discipline report and forward it to administration. Parent meeting between parents and administration.

Use of Computers:

Each student has been assigned a computer network account. Any student not following the Communication and Information Technology Responsible Use Agreement may lose his/her right to use the network or, depending on the infraction, receive more serious consequences.

- Computers, chromebooks, and other equipment are for school use only. Do not visit/view sites which are not appropriate. (If in doubt, stay out!!)
- All programs and games that should be on the computers are installed by network staff ONLY. Do not download games or other programs. Games may be played ONLY with permission from the supervising teacher.
- Type gently – no pounding on keys.
- Have clean hands!
- Use the mouse on a clean mousepad or desk only. If it is not working properly, report it to your teacher. Don't take it apart or unplug it.
- Use only portable media devices (jump drives) that you know are clean and free of viruses in our computers.
- Do not e-mail numerous copies of the same mail to send an e-mail to a lot of people. Printers at school are for school work only. "Hotmail" is not accessible through the school accounts.

- When you send a job to the printer and it does not print, DO NOT SEND IT AGAIN. Log out, shut down, wait 30 seconds, turn on the computer, log in, cancel any print jobs that flash on the screen and select the printer. Try printing again.

Dress Code Policy:

Appropriate Dress:

Students and staff are expected to dress in a manner that contributes to the learning atmosphere of the class and school. A part of learning is the making of appropriate decisions on suitable types of dress for various activities.

School attire should reflect an attitude of pride in self, school and community. In keeping with our expectations to provide a safe and respectful environment, the following will apply:

- Students **MUST** wear the following (which meets the basic principle above):
 - Top (shirt, tank top, sweater, sweatshirt etc.)
 - Bottoms (pants, sweatpants, skirt, dress, leggings, shorts etc.)
 - Shoes - specific shoe requirements may apply based on student's course load and school activities, such as in physical education, carpentry, welding, mechanics, foods etc.
- Students **MAY** wear the following (as long as it meets the basic principle above):
 - Hats. Hats must allow the face to be visible to staff, and not interfere with the line of sight any students or staff.
 - Religious or cultural headwear and hairstyles.
 - Hoodie sweatshirts. Wearing the hood overhead is allowed but the face and ears must be visible to school staff.
 - Fitted pants, including opaque leggings, yoga pants, and "skinny jeans".
 - Ripped jeans, as long as underwear and buttocks are not exposed.
 - Tank tops (including spaghetti straps), tube tops, and halter tops.
 - Crop tops or shirts with minimal exposure of an abdomen during movement.
 - Athletic attire. - Visible waistbands or visible straps on undergarments worn under clothing.
- Students **CANNOT** wear:
 - Clothing or accessories with violent, sexual, racist, or anti-2SLGBTQQIA+ language, images, or associations.

- Clothing or accessories with images or language depicting drugs, tobacco, vaping, alcohol, weapons, or any activity or item that is illegal for minors, or use of the same.
- Clothing or accessories with hate speech, profanity, sexualization, pornography, or gang related affiliations, logos, or images.
- Clothing or accessories with images or language that creates a hostile or intimidating environment based on any protected characteristics under the Human Rights Act.
- Visible underwear (visible waistbands or straps on undergarments worn under opaque clothing are not a violation)
- Bathing suits (except as required in class or athletic practices)
- Clothing or accessories that could be dangerous and/or considered a weapon
- Any item that obscures the face or ears including sunglasses (except as a religious observance or as medically necessary or as appropriate outdoors or on a school trip)

The administration reserves the right to ask students to cover up or change if clothing is inappropriate or unsuitable for school.

School Dances:

Dances are held for students several times a year. Intermediate dances are held from 6-8 pm and senior dances from 8 – 10 pm unless otherwise announced.

- No one may enter an intermediate dance after 6:30 pm or a senior dance after 8:30 pm, unless prior permission has been arranged.
- No one is allowed to leave and then re-enter a dance.
- Any behavior that leads to an expulsion from a dance will result in a one-year suspension from all school dances.
- To attend a dance students must be present at school that day unless arrangements are made with the office.
- If sign-ins are permitted, junior high students can sign in 1 student from another junior high school who is in good standing while senior high students can sign in up to 3 students from grade 9 at KISH or another senior high school who is in good standing. KISH students who are signing others in must be in attendance at the dance and are responsible for the behavior of the signed in student(s).

Behavior in Assemblies:

GUIDELINES

1. All students and teachers are to be in attendance and seated at assemblies.
2. When called to the assembly, wait until your teacher gives you permission to leave the room.
3. Go with your teacher to the assembly and receive instructions as to where to sit.
4. Proceed to your seat quietly.
5. When the assembly is to begin, quiet down quickly and remove your hat. Be attentive to the program so that no one is distracted. Your excellent behavior and cooperation is what gives our school a great reputation. Being polite and courteous is always a good rule to follow.
6. If you are able to ask questions, speak clearly and loud enough so that others are able to hear the question.
7. When the main program is finished, wait for closing remarks and any instructions before leaving. Leave the assembly in an orderly manner.

Student Safety Policies

Bus Transportation:

The following guidelines are in place for travelling on the school bus:

- Sit in the seat assigned.
- Behave in an orderly, quiet manner.
- Do not throw anything on or from the bus.
- Remain seated when the bus is in motion.
- Use suitable language at all times.
- Follow the directions of the driver.

Misbehavior on the bus may mean loss of transportation privileges. Any student in grade 7-9 who wishes to travel on a bus other than the assigned one, must bring a note to the school office. If there is adequate room on the desired bus, permission may be given.

Leaving School Property:

Grade 7, 8 & 9 students do NOT have permission to leave school property at any time, unless: (a) a note has been brought at the beginning of the year no later than Friday, September 15 ; or (b) a note from a parent/guardian for a single day's request has been brought to the office.

- All students who leave the school for an appointment during class time must sign out at the office indicating their time of departure and sign in upon returning to school.
- Any student who is off the property without permission will automatically receive an after-school detention.

Respect for Property:

Students are to respect the property of other students and staff and school property. When a student deliberately damages school or personal property of another (including damage to a school bus), that student will be responsible for the cost of repair or replacement and additional consequences according to the severity of the damage. Police will be asked to follow up on willful damage.

Items that Can Cause Injury:

ANY item that may cause injury is not permitted in school. This includes any type of weapon, knife, sharp object or other device that could cause injury. Possession of such items will be grounds for immediate suspension. Violence in any form will be dealt with very seriously by administration. Fighting is immediate grounds for suspension.

Fire Alarms / Safety Equipment:

The fire alarm system has been installed for your protection. No one is to tamper with the alarm system, fire extinguishers or any other safety equipment. In addition to school consequences, students are reminded that such action is a criminal offence and will always be reported to the police for investigation. When the fire alarm sounds, all students are to leave the building as quietly and as quickly as possible by the nearest or designated exit and go immediately to their designated location. Fire alarm exit procedures are posted in each classroom by the exit doors. Throughout the year, several drills will be carried out using regular and alternate routes.

Use of Automobiles:

Students are allowed to bring an automobile to school and are to park it in one of the parking lots at the west end of the school. Anyone who brings an automobile on the school property is expected to drive in a responsible manner. Students are reminded that the bringing of private vehicles to school is a privilege afforded to the student by the School Board through the school principal. At any time, for reasons of space, to safeguard safety and comfort and well-being of others, or where cars are used in violation of Board policies and procedures, the principal has the right to disallow student private vehicles on School Board property. Vehicles are not to move past any school bus which has amber or red lights flashing, including in the school parking lot.

Use of Skateboards/Rollerblades/Motorized Recreational Vehicles:

Skateboards, roller blades and motorized recreational vehicles are not to be used on the school property. Skateboards are not permitted on the bus.

Academic Policies

Late Assignments:

- The junior high policy on assignments is that assignments are to be passed in during the class for which they were assigned.
- If the assignment is not submitted in a predetermined (by teacher and student) amount of time, a mark of “0” will be given for the assignment.

Cheating:

Guidelines Regarding Cheating

Academic cheating is any behavior which uses the work of another or “crib” notes in order to gain credit for oneself. This includes, but is not limited to, the following behaviors:

- copying/use of notes or book for test/exam without permission from the teacher
- allowing someone to copy from your work, either for homework, an assignment or exam
- having someone else do a paper or an assignment for you or purchasing it from any source

- working with others and handing in work that is identical with that handed in by the others
- rewriting someone's work for them (discussing how a work might be improved is OK, but rewriting must be done by the individual submitting the assignment)
- changing your lab results so they reflect what should have been, rather than what you obtained
- getting/discussing answers with a student who has already written a test/exam
- turning in a paper that was written for another course or from another year
- borrowing ideas from a source without documenting

(Ideas summarized from an article, Test Your "Integrity I.Q.", that appeared in the Mount Allison University Student Newsletter, December 1999.)

Consequences for Cheating

- Students who copy will receive 0% for the work under consideration.
- A student who allows another to copy his/her work will receive a maximum of 50% for the work/assignment/test that has been copied.
- When a student is found copying homework or an assignment from another, the work of both students will be turned in to the appropriate subject teacher for follow-up action.

Honors and Awards of Achievement:

Honours:

To be recognized as an PSB honour graduate, a student must:

- successfully complete the Provincial Graduation Requirements, and
- achieve an aggregate of 480 in six (6) Grade 12 courses (600 and 800 level), one of which is English, and
- have no mark lower than 70% in the six (6) Grade 12 courses included in the aggregate calculation.

(In other words, 80% average with no mark under 70%)

Certificates of Achievement:

Achievement certificates are awarded to those students who have shown significant involvement at the intermediate level. This program will mark the involvement and accomplishments of junior high students. A record of extracurricular membership, academic honors, significant accomplishments, etc., will be maintained. Students promoted to grade 10 will be presented with certificates recording their achievements from grades 7-9.