



<b>Policy:</b> Student Discipline, Suspension, and Expulsion Policy
<b>Revised:</b> November 23, 2023
<b>Approved by:</b> Board of Directors
<b>Applies to:</b> All Alberta Certified Teaching Staff, Administration, Support Staff, Students, Parents

The Province of Alberta’s School Act states: “A student shall conduct himself or herself so as to reasonably comply with the following code of conduct”:

Atlas Learning Academy aims to provide an environment that is safe and caring, so that students enjoy learning, experience success and develop to their full potential.

**We work together to:**

- offer equal opportunities
- provide a well-organized, stimulating and supportive learning environment
- promote a sense of social, moral and environmental responsibility

**We encourage all students to:**

- become independent learners and value education
- fulfill and develop their academic potential
- support fundamental moral values such as honesty and integrity
- be tolerant, show respect and consideration for others
- develop self-discipline, build self-esteem and confidence
- express themselves clearly and effectively
- work cooperatively
- make a contribution to the life of the school and community
- appreciate culture, belief and human diversity

**SCHOOL-HOME AGREEMENT**

It is the duty of the school to keep all members safe and happy, allowing students to learn and enabling staff to teach and promote learning without interruption or harassment.

Atlas Learning Academy believes that everyone should maintain a caring and safe community, where there is mutual respect and understanding of others’ cultures, beliefs and individuality through courteous and considerate behaviour at all times.

**To help achieve this, all members of the school community should work towards creating a calm and purposeful learning environment by:**

- being polite and respectful at all times
- being quiet and walking in the hallways, holding doors for others and not fooling around in the washrooms or hallways
- keeping the building clean and tidy
- recycling and not wasting resources
- respecting school and others’ property
- eating only in designated areas

**To achieve success students should:**

- attend school at all times, except when ill, and be ready to learn with proper supplies
- engage in lessons, take responsibility for their own learning, ask for help if they don't understand and respect the rights of other students to learn and teachers to teach

**To assist their children's success, parents/caregivers should:**

- ensure students attend school on time with proper supplies
- ensure students complete all coursework and homework
- show an interest in the student's studies and attend meetings to discuss their progress

**To enable student achievement, teachers should ensure:**

- lessons are prepared and work marked in accordance with the school policy
- students are treated equally and given work appropriate to their ability

**STUDENT RECOGNITION & HONOUR ROLL**

Students are recognized at monthly assemblies for personal achievements in areas such as respectful behaviour, academic improvement, making good choices, and demonstrating ATLAS values, to name a few.

Grade 7 & 8 students will be eligible to receive Honour Roll recognition at each reporting period. Honour Roll achievement is described as successfully completing one term with 80% or higher in all classes.

**SANCTIONS****Verbal Warning for first time offences**

Examples:

- Running in the halls
- Not picking up their lunch mess/litter
- Horsing around the classroom
- Being noisy in the hallways
- Incomplete homework
- Touching others' supplies without permission
- Talking while teacher is teaching/talking\

**Restriction of privileges**

Examples:

- Poor attitude toward a member of staff/student
- Using inappropriate/negative language
- Not keeping their hands to themselves
- Teasing and being rude to other students
- Disrupting the learning of others resulting in removal from classroom

**Call home, meeting with parents/guardians to discuss action plan/consequences**

Examples:

- Ongoing reminders of above examples
- Bullying

- Damaging school and others' property and belongings
- Fighting
- Being disrespectful/rude toward staff
- Defiance, disobedience and violent behaviour
- Stealing
- Cheating
- Setting off the fire alarm (The fine from the Airdrie Fire Department will be the responsibility of the parent)

### **Progressive Discipline Policy**

At Atlas Learning Academy we believe in a fair and immediate discipline policy that is dependent on the severity of the behaviour. The decisions made are based upon values of positive affirmation and our own professional judgments. We believe that parents, students and teachers share the responsibility for the creation and maintenance of a safe and positive environment that is conducive to learning.

### **Our disciplinary structure follows the progression below:**

**1. Informal Talk:** Teacher has a discussion regarding appropriate behaviours with the student in which they reach an agreement of corrective actions. Student may be asked to fill out a Think Sheet to be signed by parents and returned to the school.

**2. Corrective Action Plan:** An action plan will be put in place relative to the circumstances surrounding the behaviour or incident. As necessary, teacher may consult principal and a discussion with the principal may take place with student involved. Regular communication between teacher and principal to determine outcome of action plan.

**3. Parent Conference:** Parent, teacher, principal and student are involved in a discussion in which an agreement is made upon how the behaviour will be corrected (subjective behaviour plan may be implemented).

**4. Suspension / Expulsion:** Occurs after all other appropriate courses of action have been attempted over a course of time or a serious transgression has occurred. A written record will be kept of all transgressions (lying, cheating, stealing, disrespectful or aggressive behaviours etc).

\*Student will be provided with work during external expulsions. The school will be responsible for the student's education program for the remainder of the school year and have access to an education program for the remainder of the school year.

It is always our intention to provide an environment of support at school. We encourage parents/guardians to approach teachers first, then administration, should an ongoing issue arise throughout the school year.