



Discipline Policy for St. Bonaventure's College

Students who attend St. Bonaventure's College should be marked by their courtesy and respect of others. Respect is the basic rule - respect for teachers, administrative staff, support staff, volunteers, visitors, and fellow students. Adherence to the school's **Code of Conduct** is expected at all times. Compliance with school regulations is a cooperative venture of parents, teachers and students.

School's Code of Conduct

- I will treat everyone with respect and with courtesy.
- I will show respect for all school and personal property.
- I will help create and maintain a positive and safe learning environment.
- I will always be prepared for class and do my best to learn.
- I will model excellence in all that I do.
- I will help everyone feel capable, worthy, and a part of the group.

RULES AND REGULATIONS

It is strictly forbidden for any student to use or possess drugs, including marijuana, alcohol, stimulants, depressants, hallucinogens, opiates, or controlled substances for which the student has no prescription from a duly recognized medical authority, on school premises, in a vehicle on school business, or during any school-sponsored trip or activity. The student will be suspended immediately. Within three school days, the Principal will meet with the student's parents to present a final decision regarding continued enrollment in St. Bonaventure's College. If the student is allowed to return to school after the suspension period, the student and his parents must adhere to conditions and restrictions imposed by the school. Failure to comply can result in expulsion from the school.

In Summary

Any behaviour contrary or detrimental to the reputation of St. Bonaventure's College, or any other inappropriate conduct is subject to disciplinary actions.

Parent cooperation is essential for the welfare of students. If, in the opinion of the Administration, parent behaviour seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

DISCIPLINE PROCEDURES

Occasionally, removal from the group is necessary when a child:

- Is in physical or psychological danger or puts others in danger.
- Is abusive in speech or gesture.
- Pushes beyond the limits of respect in speech or actions.
- Chooses to act outside the Classroom discipline rules set out by the teacher.

If possible, the adult who removed the student will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect inappropriate behaviour. If regaining control does not happen, the student will be sent to the Principal's office and the School Discipline Procedure will be set in motion.

Step 1:

- The student and teacher meet.
- Together they complete the disciplinary referral.
- The student signs the disciplinary referral.
- The disciplinary referral must be signed by a parent and returned to the teacher the next day. The teacher will retain the original copy and provide the Assistant Principal (Students) with a photocopy of the disciplinary referral.
- The student is held accountable for the plan developed on the disciplinary referral.
- Should the student fail to comply, the teacher will contact the Assistant Principal.

Step 2:

- If a student receives three disciplinary referrals, all written documentation will be forwarded to the Principal.
- The student meets with the Assistant Principal.
- The Assistant Principal notifies a parent.
- A parent-child-teacher-Assistant Principal conference is held to write a plan with a measurement for progress to assist the student in bringing resolution to the situation. The Guidance Counselor may also be in attendance.
- The disciplinary referral is reviewed with the parent and student. The disciplinary referral is signed by all parties and is placed in the student's file, retained by the Assistant Principal.

Step 3:

- If a student is sent to the Assistant Principal a fourth time, or in extreme cases, the Assistant Principal may determine that the seriousness of the action warrants starting at Step 3, then
- The student meets with the Principal immediately.
- The Principal notifies a parent that a suspension of up to three days has been earned. The length and type, in school or out-of-school, will be determined by the Assistant Principal and the Principal.
- The family may be required to see a specialist or counselor.
- All school work missed during the period of suspension must be completed before the student rejoins the class.
- A probationary time period to monitor and review progress is set up and put in place once the student is ready to return to class.

(Step 3 can be repeated provided the child shows a willingness to contribute to a positive learning environment and learn from past mistakes. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to step 4.)

Step 4:

- The Principal recommends expulsion.
- The decision to expel a child from St. Bonaventure's College is a serious matter and rests with the Principal in consultation with the President. Parents have the right to request in writing a hearing of a Disciplinary Committee of the Board of Governors.