

## VTT CONDUCT & DISCIPLINE POLICY

**Policy Number: S – 009**

**Enactment Date:**

**Revision Date: May 28, 2007**

### **Policy Statement**

Vancouver Talmud Torah (“VTT”) promotes a climate of mutual respect for the rights of others. Students and parents are expected to respect the rights and privileges of other students, parents, teachers, school staff and visitors. The school’s rules of conduct and discipline are established to achieve and maintain order in the school.

Those who violate the rights of others or who violate school rules will be subject to remedial and/or disciplinary measures. Such measures are designed to: correct; promote; and rehabilitate. All written disciplinary actions will be recorded in the students file.

### **Reason for Policy**

Students, parents, teachers and administration have a right to a healthy and safe school environment. This policy will aid us to communicate the schools’ rules of conduct and discipline regarding behaviour, attitudes and safety with our students and families.

### **Code of Conduct**

#### **Parents**

Parents are responsible for abiding by all policies and procedures while in or representing VTT. The consequences for not acting in accordance with this Code of Conduct include revoking privileges, discharge from the school, and non re-enrolment of family for subsequent school years.

#### **Students**

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes, regularly and on time (see VTT Code of Conduct Appendix #1 – Elementary School Lateness).
2. Being prepared for each class with appropriate materials and assignments.
3. Being appropriately dressed in school uniform and groomed.
4. Showing courtesy and respect toward others and behaving in a responsible manner.
5. Avoiding violations of the *Code of Conduct and Discipline Policy* and always exercising self-discipline and obeying all school rules, including safety rules.
6. Co-operating with any investigation of code of conduct cases and volunteering known information relating to a serious offence.

The school has authority over students during the regular school day, during recess, lunch periods and/or when a student is allowed to leave campus, and while going to and from school on school transportation. This jurisdiction includes any activity during the school day on school grounds and attendance at any school-related activity, regardless of *time or location*. **Notwithstanding that an incident occurs outside of school hours, or off school premises, if it has a direct impact on VTT students and staff, the school will assume authority over such incidents.**

Elementary school students are not allowed to leave the school during the school day with other parents or **students unless permission in writing is received from the parents of that student requesting the leave.** Grade 5, 6 & 7 students are subject to the Strike System set out in Appendix #2.

Students at school or school related activities are prohibited from:

1. Directing profanity, vulgar language, or obscene gestures towards other students, teachers or staff, or visitors.
2. Leaving school grounds or school sponsored events without permission.
3. Disobeying directives from school personnel or failing to adhere to school policies, rules, and regulations.
4. Stealing from students, staff, or the school.
5. Damaging or vandalising property owned by the school, other students or employees and/or throwing objects that may cause bodily injury or damage property.
7. Cheating or copying the work of another.
8. Disobeying school rules and conduct on school buses.
7. Fighting, committing physical abuse or threatening physical abuse to students, staff or other individuals.
8. Bullying, harassing, teasing, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
9. Name-calling, ethnic, racial, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
10. **Participating in any kind of cyber bullying or harassment aimed at VTT students or staff.** Cyber bullying and harassment include but are not limited to any form of inappropriate verbal, written or physical behaviour which is unsolicited and unwelcome and interferes with an individuals performance and well being.
11. Engaging in inappropriate physical or sexual behaviour.

12. Selling, giving, or delivering to another person or possessing, using, or being under the influence of: marijuana or a controlled substance; a dangerous drug, glue, aerosol paint, or other volatile chemical; or an alcoholic beverage.
13. Selling, showing, giving, or delivering to another person or possessing pornography in any form.
14. Bringing a firearm to school. Possessing razors, switchblades, box cutters, chains, or any other object used in a way that threatens or inflicts bodily injury to another person.
15. Smoking or using tobacco products and/or playing with matches or fire.
16. Behaving in any way that disrupts the school environment or educational process, including, but not limited to, failure to adhere to the school dress code, having a pager or cell phone activated, or discharging a fire extinguisher.
17. Making bomb threats, false alarms and threats, hoaxes, or accusations regarding school safety.
18. Engaging in any illegal conduct as defined by law.
19. Any other substandard conduct that the school deems to be inappropriate.
20. Chronic lateness.

### **Consequences**

In the event a student engages in prohibited conduct the principal or the appointed designate (by the principal) will decide on the appropriate investigation and response. Such response(s) may include, but are not limited to:

- Verbal reprimand
- Behavioural contract
- Restriction of privileges
- Detention
- Parental contact
- Temporary withdrawal of certain privileges or participation in school activities
- In-school suspension
- Out of School suspension up to 10 school days (see Appendix #3)
- Probation
- Referral to outside agency
- In-school suspension program
- Out of school suspension over 10 days (see Appendix # 4)
- Immediate removal from school premise pending a hearing
- Expulsion (see Appendix #4)

## **APPENDICES**

### **#1. ELEMENTARY LATENESS**

#### Definition of an Unexcused Late:

If a student arrives in the classroom after the second bell has gone (8:30a.m.), he or she is considered to be late. An unexcused late is defined as a late for which the student has not provided a written note on his/her arrival at school the next day, or for which a parent/guardian did not phone the office to notify on the day the late occurred.

#### Reasonable Lateness:

There are occasions where lateness is unavoidable such as when doctor's appointments must be set during school hours. Reasonable lateness is determined by administration. No more than 4 lates monthly will be tolerated without approved reason.

Students arriving after 8:30a.m. and before 9:00a.m. should sign their name and grade on the clipboard in the foyer by the school office. Students arriving to school after 9:00a.m. or 12:25p.m. must obtain a late slip from the office, and then must be buzzed through the inside doors.

### **#2. GRADE 5, 6 & 7 "STRIKE" SYSTEM**

Teachers will give "strikes" to students in grade 5, 6 & 7 who misbehave in or out of class, do not follow class or school rules or interfere with other students' learning. These "strikes" will be recorded on a form and kept by a designated teacher. If a student receives 2 strikes within a term, a phone call will be made to parent(s) by the homeroom teacher. If a student receives a third strike within a term, he or she will be kept out of class until the student and his/her parent(s) have met with an administrator.

### **#3. OUT OF SCHOOL SUSPENSION UP TO 10 SCHOOL DAYS**

1. Suspension is defined as the removal of a student from the campus. While suspended a student is prohibited from attending activities on, off or at the school premises. The principal or the designee may suspend a student for conduct that is defined under the Examples of Prohibited Conduct, but is not limited to this list.
2. The school reserves the right to suspend a student pending an investigation or hearing with respect to an infraction where it is in the best interest of the school to do so having regard to the school's responsibility to provide a safe and secure learning environment.
3. A suspension may be imposed for one or more school days for each separate infraction.

4. A student is responsible for all class work missed during the period of suspension. The school will cooperate with the student to provide homework assignments during the suspension.
5. The Principal or the designee shall conduct a conference at which the student is advised of the misconduct and the student is given an opportunity to explain his or her version of the incident.
6. School personnel will notify the parent(s) or legal guardian(s) prior to the student being sent home as a result of the prohibited conduct.
7. The principal or the designee has the final authority regarding a decision to suspend.
8. During the period of suspension (including suspensions over ten school days), it is the responsibility of the parent(s) or legal guardian(s) to provide the appropriate supervision for the student.

#### **#4. SUSPENSIONS OVER TEN (10) SCHOOL DAYS OR EXPULSION**

If misconduct occurs and through an investigation it is determined that an expulsion or a suspension of over 10 school days is warranted, the student and the parent(s) or legal guardian(s) and the president of the board, shall be informed in writing by the principal or the designee of the allegations and the recommendation for expulsion or suspension of over 10 school days.

#### **Cross References**

Parent Handbook  
Appeal Process Policy – S – 2007 - 1