

# Progressive Discipline Protocol

## PROGRESSIVE DISCIPLINE MODEL

1. Classroom Teachers and Administration shall follow the guidelines set out in the Progressive Discipline Model.
2. The classroom is the foundation of school orderliness and forms the under-pinnings for the Progressive Discipline Model. The classroom teacher is responsible for establishing a tone and climate, which will allow for learning to take place. Clear expectations, specific rules and set procedures are articulated and established to enhance positive student behaviour. High School Counselors and Administration will endeavor to assist classroom teachers and students as part of the progressive discipline process.
3. Administrators will ensure that the Progressive Discipline Model will be discussed at all grade level assemblies at the beginning of the school year and reviewed as deemed necessary throughout each semester.
4. Student suspension as provided within the Progressive Discipline Model is to be used judiciously by administrators. Suspension is to be used only when other forms of behaviour intervention have been unsuccessful or in serious/immediate situations. All suspensions will conform to the *Safe School Act* regarding the provision of educational programs.
5. For purposes of the Progressive Discipline Model the definitions of suspensions are as follows:
  - Short-term suspensions :imposed by an Administrator for a period of one day up to three full days.
  - Long-term suspensions: imposed by an Administrator for a period of five days and up to 20 school days.
6. a) Upon receiving a suspension from school, the student shall remain under an administrator's supervision and control until such time as the parent(s), guardian(s) or another "designated" adult has been contacted to provide instructions and directions for the safekeeping of the student.  
  
b) Where a student presents a danger to themselves or others, the student will be removed from the school premises. In situations where a parent, guardian or another designated adult is unavailable, the police may be called to remove the student.
7. Wherever applicable, when a student is involved in a suspension, he/she will be required to meet some or all of the following requirements before returning to regular classes.

- a) Counseling
  - b) Completing specific tasks related to the offense, eg. Substance abuse sessions at John Howard's in Windsor.
  - c) Completing other related educational activities.
8. Prior to returning to classes a student completing an in school, short term or long term suspension must meet with the appropriate counselor to review the school behaviour policy. Only after this school official gives this student an admit into class can he/she return to classes. A parent or guardian may be requested to attend at the same time.
9. Student is responsible for all academics that is assigned during his/her suspension. It is understood that no additional assignments will be provided by the teacher until the previous work is handed in and complete.
10. During the length of a suspension, the student is not eligible to participate in any extra-curricular or school related activities regardless of location. In an out-of-school suspension, the student is not permitted to be on Windsor-Essex Catholic School Board property. Failure to comply will result in additional consequences.

### Progressive Discipline Model

- Discretion of Administration and subject to interpretation based on severity, circumstances or reason.

INFRACTION	DEFINITION	1 <sup>ST</sup> OFFENCE	2 <sup>ND</sup> OFFENCE	3 <sup>RD</sup> OFFENCE	4 <sup>TH</sup> OFFENCE	5 <sup>TH</sup> OFFENCE
Truancy	Absence from class (es) without reason or permission. Leaving Campus without following school protocol.	Student meets with classroom teacher, complete missed assignment(s). Detention. Expectations are reviewed. Suggested school/parent communication	Student meets with classroom teacher/counselor, completes missed assignments. Expectations are reviewed. Parents notified by phone or in writing by Administrator. 1 Day in/out of school suspension	Three day out of school suspension Parents notified by phone and in writing.	Out of school suspension (5 days). Parents notified by phone and in writing by Administrator. Alternative program contract may be introduced.	Out of school suspension (8 days or more) and/or alternative program will be recommended.
Lack of Work or Effort When Capable	Student who consistently fails to apply him/herself to prescribed academic programme.	Student meets with classroom teacher, completes missed assignment(s). Expectations are reviewed. Suggested teacher/parent communication.	Student meets with classroom teacher, completes assignment(s) Detention. Expectations are reviewed. Suggested teacher/parent communication and referral to Student Services.	Referred to Administration for 1 detention. Parents notified by Administrator.	Office detention. Parents will be notified by Administration with a letter home communicating our school expectations. Suggested Parent/Teacher communication.	

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Willful Disobedience/Lack of Compliance/Defiance	Failure to act as instructed by any staff member.	Detention, or short term (1-3 days) in or out-of-school suspension. Parent/School communication.	(1-3 days) in or out-of-school suspension. Parents notified by phone or in writing by Administrator. Refer to counselor.	Long-term out-of-school suspension (3-5 days). Parents notified by phone and in writing by Administrator.	8 day suspension and/or alternative program contract may be introduced. Parent/School communication.	10 day suspension or more and/or alternative program is recommended. Conference with student and parents before re-entry.
General Misconduct Disrespectful behaviour	Inappropriate behaviour including disruptive and/or a breach of the school's code of conduct.	Detention/Warning School/parent communication.	Detention and school/parent communication.	Short term (1-3 days) in or out-of school suspension. Parents notified by phone and in writing by Administrator.	Long term (3-5 days) out-of-school suspension. Parents notified by phone and in writing by Administrator.	8 day suspension or more. Conference with student and parents before re-entry.
Derogatory, Vulgar or Abusive Language or Gestures	Use of vulgarity or cursing towards or in reference to an adult or student. This may appear either verbally, in writing, in gestures or on clothing.	Detention. In-school suspension, or short-term suspension (1-2 days). Parents notified by phone if detention and in writing if suspended by Administrator.	Short term in or out-of-school suspension (1-3 days). Parents notified by phone and in writing by Administrator.	Long-term suspension (3-5 days). Parents notified by phone and in writing by Administrator.	Long-Term suspension (5-8 days) Alternative program contract may be introduced. Parents notified by phone and in writing by Administrator.	Long-Term suspension (8 or more days) Alternative program contract introduced. Parents notified by phone and in writing by Administrator.

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Academic Misconduct (Cheating, plagiarism)	This conscious effort to improve grades by using notes, looking at another student's paper (cheating).	Parent/School Communication. Zero on examination or assignment.	Parent/School Communication. Zero on examination or assignment. 3 day suspension.	Parent/school conference. Zero on examination or assignment. Alternative program contract introduced.		
Theft of Examinations or other educational materials.	Materials removed by theft.	School/Parent communication. Zero on examination or assignment. 3 day suspension. Possible failure of course and loss of credit. Possible Police involvement.	School/Parent communication. Zero on examination or assignment. 5 day suspension. Possible failure of course and loss of credit. Possible Police involvement.			
Theft	Taking or being in possession of school or another's property without owner's permission.	Short term in or out-of-school suspension (3 days) based on severity. Restitution. Parent/School communication. Possible Police involvement.	Short term in or out-of-school suspension (5 days). Parent conference. Police notification. Restitution. Alternative Program contract introduced.	Long-term suspension (8-10 days) and or alternative program recommended.		

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Reckless Driving	Dangerous or reckless driving on school grounds or in the community during school hours.	Parent/school communication. Warning. Police may be notified.  Detention or short-term suspension.	Suspension of driving privileges for remainder of the semester on school property. Police may be notified. Parents/Administrator. Conference. Short-term suspension.	Suspension of driving privileges for remainder of the school year on school property. Parents/Administration communication. Police notification. Long-term suspension.		
Property Damage or Vandalism	Destroying or defacing Cardinal Carter Property or that of another person.	Detention, or 1-day in-school suspension. Restitution. Parents notified by Administrator. Police may be notified.	Short term (3 days) out-of-school suspension. Restitution. Parent conference. Police notified.	5 day suspension or more.		
Fire Alarm Dialing 911	Intentionally setting false alarm, or setting up a 911 response.	Parents/School communication. Police notification. 5 day suspension. Costs involved for emergency services to answer call.	Parents/School communication. Police notification. Long-term suspension/alternative program recommended. Costs involved for emergency services to answer call.			

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Smoking on School Property	Includes using tobacco at any time on school grounds or at school functions. Health Unit Officers may be called or may be present.	1-day suspension. Parents notified by phone and in writing by Administrator	Suspension 3 days. Parents notified by phone and in writing by Administrator.	Suspension (5 days). Parent notified by phone and in writing by Administrator.	Suspension (8 days). Parents notified by phone and in writing by Administrator. Parent Conference. Substance abuse education program.	
Conscious Association (Bystanders)	Where a student is aware and present with others who are involved in illegal activities at school or any school activity and choose not to report it.	Warning/Detention or 1-day suspension. Parents notified by Administrator. Possible police involvement	Short-term suspension (3 days). Parent conference. Possible police involvement	Long-term out-of-school suspension (5 days or more). Parent Conference Possible Police involvement	8 day or more suspension and alternative programming contract may be introduced Parent Conference. Possible police involvement	
Willful/Conscious Involvement	Transporting, concealing or misleading authorities at school or school activities.	Short-term suspension (3 days or more). Parent Conference. Possible police involvement	Suspension (5 days or more). Parents notified by Administrator. Possible police involvement. Alternative program contract may be introduced.	Long-term suspension and or alternative programming. Parent Conference. Possible police involvement.		

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Drugs/Alcohol Use	Using, under the influence or possessing drugs and/or alcohol at school or school activities.	Minimum 8-10 day out-of school suspension. Parents notified by Administrator. Alternative program contract may be introduced. Mandatory substance abuse counseling as directed by the school. Police may be notified.	20 day suspension and/or alternative program recommended. Parent Conference with administrator, and letter to follow. Mandatory substance abuse counseling as directed by the school. Police may be notified. Limited Expulsion may be explored.	20 day suspension and alternative program recommended. Parent Conference with administrator, and letter to follow. Mandatory substance abuse counseling as directed by the school. Police may be notified. Limited Expulsion may be explored.		
Sale of illegal drugs. Sale of contraband.	Conducting sales or transactions on school property or at school activities. (Cumulative during student's enrolment at school.)	20 day suspension pending expulsion hearing. Police notification. expulsion.				
Harassment (See fighting) (See bullying)	Derogatory comments including those of a sexual or racial in nature that are harmful to others.	Detention/Warning /Short-term or out-of-school suspension (1-3 days). Refer to counselor. Parents notified by Administrator.	Out-of-school suspension (3 or more days). Refer to counselor. Parents notified by Administrator.	5 or more day suspension. Refer to Counselor. Police notification. Alternative program contract may be introduced.	8 day suspension. Refer to Counselor. Police notification. Alternative contract may be introduced.	

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<p>Bullying and the Bystander</p> <p>See "Bystander" in the student agenda and refer to "How to Safely Intervene."</p>	<p>Derogatory comments/actions, which imply violence or threats causing the offence to be fearful for personal safety. The "Bystander" is someone who stands by without safely intervening.</p>	<p>Ranging from detention to short term or long term suspension Parents notified by phone and in writing by Administrator. Bully Prevention Assignment issued. Parent conference. Possible police notification. Possible referral to counseling/mediation.</p>	<p>Escalating suspension. Parents notified by phone and in writing by Administrator. Bully Prevention Assignment issued. Parent conference. Possible police notification. Possible referral to counseling/mediation.</p>	<p>Escalating suspension Parents /Administrator conference. Bully Prevention Assignment issued. Parent conference. Possible police notification. Possible referral to counseling/mediation. Alternative program contract may be introduced.</p>	<p>Long term suspension. Parent/Administration conference. Outside counseling necessary before re-entry.</p>	<p>Alternative program recommended.</p>
<p>Fighting/Assault Consequence is subject to an investigation and mitigating circumstances will be considered before applying consequence.</p>	<p>All physical altercations between two or more persons (verbal abuse, intimidation, threats or harassment are to be considered). At discretion of Administration.</p>	<p>Short-term/Long-term suspension depending on the situation. Parents notified by phone and in writing by Administrator. Possible police notification.</p>	<p>Long term out-of-school suspension. Parent conference. Parents notified by phone and in writing by Administrator. Anger management counseling from an outside agency recommended. Police notification depending on the seriousness. Contract may be necessary.</p>	<p>20 day suspension and or alternative programming recommended.</p>		

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Misuse of E-Mail	Use of sexually suggestive vulgar or abusive language. Pornography, racism, hate, discrimination where it impacts on the school climate.	Detention/Suspension Loss of internet privileges for an extended period of time. Parent Conference.	Detention/Suspension Permanent loss of internet privileges.			
Misuse of Chat Lines and/or Games Sites and other files without permission.	Downloading or accessing these sites without staff permission.	Detention/loss of internet privileges for an extended period of time.	Loss of internet privileges for 10 weeks. Parent Conference.	Loss of internet privileges for one school year. Parent Conference.	Permanent loss of internet privileges.	
Accessing Websites related to pornographic, defamatory or racial material likely to be offensive.	Level 1: Use of inappropriate language.	Detention	Detention/Suspension Loss of internet privileges for an extended period of time. Parent conference.	Suspension Loss of internet privileges for one school year. Parent Conference.	Permanent loss of internet privileges.	
	Level 2: Use of sexually suggestive vulgar or abusive language. Pornography, racism, hate, discrimination.	Detention Loss of internet privileges for an extended period of time. Parents conference	Detention/Suspension Permanent loss of internet privileges.			

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Hacking	Attempting or gaining access to data or programs for which students to not have access privileges.	3-5 day suspension. Parent/Administration contact. Loss of internet privileges at school. Alternative Program contract introduced. Police may be notified.	Long term suspension. Parent/Administrati on conference. Alternative program recommended. Police may be notified.			
Late to Class	A student should be prepared and in his/her classroom when the bell sounds. Upon exceeding the late policy, a chronic late form will be issued and detentions will be assigned.	Recorded late If late is unreasonable, a detention will be issued.	Recorded late If late is unreasonable, a detention will be issued.	Recorded late If late is unreasonable, a detention will be issued.	Escalating consequences as per school policy.	
Chronic Late Form Not In	Upon exceeding the late policy for the school, the student will be issued a chronic late form. This must be signed by a parent and returned the next day. Suspension to follow.	Detention for any late deemed unreasonable. Parent/School contact	.			
Horseplay on school property	A student pushing, shoving or acting in a manner unbecoming of a student.	Verbal reprimand or detention depending on severity of the incident.	Detention			

Uniform Violation	A student found to be out of uniform on school property. This student will not be allowed in class until they are in proper uniform.	Detention	Detention Written letter home to parents.	Short-Term Suspension	Long-Term Suspension.	
Bus Infraction	A student found to behave in an inappropriate manner.	Detention contingent on the severity of the incident. Possible contact with parent.	Detention contingent on the severity of the incident. Bus privileges may be suspended. Contact with parents by school. A suspension may be applied.	Short-Term Suspension	Long-Term Suspension.	
Littering	Leaving trash out for someone else to pick up. Or, dropping trash off school property.	Detention and cleanup . This student may be subjected to a suspension. Parents notified by school official.	Short term suspension and cleanup activities. Parents notified by school official.	Short-Term Suspension	Long-Term Suspension.	
Electronic/Recording devices used in class.	A student uses Electronic/Recording devices in class and/or around school without appropriate approval.	Detention if a phone is seen or heard in class. Short term suspension if a student or teacher is recorded without appropriate approval. Parent notified.	Long term suspension. Parents notified by school administration.	Long-Term Suspension.	Long-Term Suspension. Alternative program contract.	Long-Term Suspension. Alternative program recommended.