



Wesley Christian Academy

Discipline Policy

Discipline at Wesley Christian Academy is intended to be a part of the on-going learning process of self-discipline and positive functioning within a community of learners. It is meant to be redemptive rather than punitive, and may be imposed progressively, depending upon the circumstances. This means that we will attempt to assist the student in taking responsibility for their actions, overcoming their difficulties and making responsible decisions. However, in circumstances where a student fails to learn from their mistakes/misdeeds and repeats the inappropriate conduct, a more serious consequence may be imposed, up to and including expulsion from Wesley Christian Academy.

Any breach of the Code of Conduct may result in disciplinary consequences, whether that breach occurred at school, while participating in a school-related program or activity, at before- and after-school care, or at some other time or place, such that it impacts the school community. Misconduct carried out through electronic means of communication that involves or targets other students or staff will be subject to the same principles of discipline as personal interactions on school premises.

Minor infractions of the Code of Conduct may be addressed by a student's teacher. More serious breaches of the Code of Conduct or any other inappropriate behaviour or attitude may be disciplined at the discretion of the Principal, in consultation with staff.

Consequences for Inappropriate Behaviour

Disciplinary responses will take into consideration the whole student, including the developmental age of the student, and any mitigating and/or aggravating factors.

Many infractions, particularly those occurring for the first time, will be addressed by the classroom teacher. Responses may include:

- A verbal warning;
- a verbal or written apology;
- a 'time out';
- limiting privileges;
- entry in behaviour journal (see "Behaviour Journal", below);
- further communication with parent; and
- detention (see "Detention", below).

For repeated infractions, or for behaviour which in the Principal's opinion warrants a more serious response, a student may receive;

- Withdrawal from class or activity while in school;
- Suspension, to be served at home; or
- Expulsion.

A record of withdrawal from class or an activity, a suspension and expulsion shall be added to the student's school record.

Behaviour Journal

As part of Wesley Christian Academy's disciplinary practices, students may be required to fill in a behaviour journal to allow them to reflect on their inappropriate behaviour and the more appropriate action. These will be sent home to parents as a notification of the student's behaviour and the school's response. Parents should sign as an acknowledgement of receipt and then send it back to the school.

Detention

Detentions are assigned for conduct such as incomplete work, classroom disruption, using inappropriate language or repeated uniform infractions. Teachers will outline their expectations on an on-going basis and will inform the parents, if a detention is assigned. Detentions are intended to provide a consequence in an effort to modify a student's behaviour and may be used with other disciplinary strategies such as an apology and/or entry in a behaviour journal.

When a student receives a detention, a *Detention Slip* will be sent home with the student in the child's agenda. Parents are required to sign the *Detention Slip* and return it to the school the following day.

Detentions must be served on the date indicated on the *Detention Slip*. In the event of the student's absence, the detention will be served on the first day back to school. Teachers are not authorized to cancel, withdraw, or change an after-school detention once it has been assigned. Please do not ask for special consideration. Detentions will not be changed to accommodate after-school lessons and activities.

Detentions are served from 4:00 to 4:30 pm. If your child is serving a detention and is not in the after-school program, he/she needs to be picked up from the office promptly at 4:30 pm. Detentions cannot be started early and students are not to leave before 4:30 pm. Students in the after-school program will move to that location from the detention room.

In-School Suspension/Withdrawal from Activity

Students who repeat infractions contrary to the Code of Conduct may receive as progressive discipline an in-school suspension and/or withdrawal from activities. In addition, more significant infractions contrary to the Code of Conduct may receive the consequence of an in-school suspension and/or withdrawal from an activity. An in-school suspension is a withdrawal from the regular classroom during instructional time as well as breaks. A withdrawal from activities may include the withdrawal from participating in extra-curricular activities, trips or other privileges while in school. A student may be disciplined by receiving both an in-school suspension and withdrawal from activities concurrently. The in-school suspension and/or withdrawal may range from one to three days depending on the severity of the infraction(s), and will be determined at the discretion of the Principal.

When serving an in-school suspension, the student will go directly to the office when they arrive at school. The teacher in whose room the suspension is being served will explain where the student's personal items will be kept. The student will remain in this teacher's class for all recesses, lunch, and/or after-school activities until he or she is picked up at the end of the school day.

A student will be required to complete all class work assigned to them for that day; anything not completed will be homework.

At-Home Suspension

A suspension, for one to five days, may be assigned at the discretion of the Principal following an investigation for more serious infractions of the Code of Conduct or as a result of progressive discipline. During at-home suspension, the student may not attend school for any reason. The classroom will assist by communicating missed assignments. The student will be responsible for completing all assigned work during the suspension. An opportunity to complete any missed tests will be made available upon the student's return to school.

Expulsion

Wesley Christian Academy reserves the right to expel a student for failure to adhere to the Code of Conduct with respect to a serious infraction, as progressive discipline, or for persistent failure to attend class and benefit from instruction. If expelled, a student will be refunded the remainder of his/her tuition and unused portion of his/her Registration Deposit. The student will forfeit the ability to attend Wesley for the remainder of the school year and may be prohibited from applying for attendance in future years.

Expulsion shall be at the discretion of the Principal following an investigation into the circumstances of the student's conduct. During the period of investigation by the Principal, the student may be required to remain at home and not attend school, or the student may be subject to an in-school suspension from class and withdrawal from extra-curricular activities. This period shall not be considered disciplinary.

In the event that the Principal determines that the student shall be expelled, the parent and student will be provided with a report outlining the grounds upon which the Principal has determined that an expulsion is the appropriate consequence for the student's behaviour, including the consideration of any mitigating or aggravating factors considered.

Should the Principal decide not to expel the student following an investigation, there shall be no record of discipline included in the student's academic file.

A parent may appeal the Principal's decision to expel a student to the WCA Board of Directors and shall be given the opportunity to make written representations outlining the reasons for the appeal of the Principal's decision. During the period until the appeal is decided by the WCA Board of Directors, the student shall remain out of school, but the classroom will communicate missed assignments.

In the event that the expulsion is overturned by the WCA Board of Directors, the student shall be responsible for completing the work missed and will be provided with an opportunity to complete any missed tests upon the student's return to school. The student's record of expulsion shall be removed from the student's academic file.