

## STUDENT DISCIPLINE

### Purpose:

To outline the expectations and responses to maintaining exemplary student discipline

### Scope:

All employees, volunteers, students and parents

### Policy:

Khalsa School aims to establish and maintain a safe, caring, and orderly environment for purposeful learning.

### Procedures:

A safe, caring and orderly environment is fostered when:

- Students feel safe;
- There is mutual respect among staff, students and parents;
- Parents, students and staff take an active role in promoting acceptance of all persons;
- Appropriate conduct is taught and modeled;
- Disciplinary action is to be restorative in nature and just;
- Diagnosed disabilities are taken into consideration;
- Family special circumstances are considered.

Discipline at Khalsa School is intended to provide a structured approach to the resolution of behavioural concerns impeding student success. We aim to aid the student in developing and maintaining an affirmative approach that will, in turn, provide better opportunity for advancement.

As school personnel, it is our responsibility to evaluate the issue in a timely manner, to initiate communication as soon as necessary, to provide ample opportunity for the student to improve, to model personal integrity, and to be conscientious in follow-through.

Students at Khalsa School are reminded that their participation in school sponsored events are considered extensions of the school regardless if they are take place on the school property or not. All school policies and guidelines, including behavioural expectations, are in effect at all times while participating in these events.

## 1.1 CODE OF CONDUCT

The safety and wellbeing of our students is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm in all settings, including school. Therefore, Khalsa School works hard to ensure that children attending our schools will experience a learning environment that enables every student to feel safe, accepted and respected.

The intent of our Code of Conduct is to provide guidance, direction, and information to staff, students, parents regarding rules and consequences. We expect students to assume responsibility for their behavior in classrooms, in the school building, on school grounds, at school functions and through the use of social media and other communication channels. To act according to the principles of virtue, excellence and grace; to use common sense and to act at all times in a way which will do credit to the good name and reputation of Khalsa School will help our students continue to excel as individuals and as Sikhs.

As a member of the Khalsa School community (students, staff, parent/guardians, volunteers), I should know, follow, and act with P.R.I.D.E.

It is expected that all members of the school community (staff, students, parents, and guests) will:

- Show the utmost reverence and behavior of the highest standard in the Gurdwara;
- Dress in the appropriate manner – full and proper uniform for students and modest clothes for adults; head must be covered
- Respect the rights, health, emotional well-being, and safety of others;
- Respect the property of others and of the school;
- Respect the legitimate authority of the school administrators, teachers, and staff;
- Respect all rules and expectations within the school;
- Behave in a friendly, cooperative, courteous, responsible, virtuous and lawful manner;
- Respect and take pride in the school through efforts to maintain a safe and clean environment;
- Respect the diversity of the school community, the local community, the Canadian community and the global community;
- Participate actively in school activities/events/projects;
- Refrain from causes disturbances which distract from teaching and learning;
- Not threaten, harass, intimidate, or assault, in any way, any person within the school community;

- Not be in possession of weapons, dangerous articles, illicit or offensive materials, alcohol, or illegal drugs while in school or at school functions.

No student is permitted to interfere with the right of a teacher to teach or with another student's right to learn.

## 1.2 P.R.I.D.E. Matrix

To help students, we've developed a PRIDE matrix organized around key concepts of expected actions and attitudes: Passion, Respect, Integrity, Determination, and Empathy.

*Passion* for religion, for learning, for discovering, for life

Passion is demonstrated through finding the enjoyment in all things which creates a desire to make new discoveries and broaden understanding.

*Respect* for others, for myself, for my school, for my community and world

Respect is demonstrated by treating everyone and everything as you would want to be treated.

*Integrity* in my studies, with my family, with my peers, with my community, with my faith

Integrity is demonstrated by doing your own work to your utmost ability, being truthful at all times, and following all rules and expectations.

*Determination* to keep going when things get tough and to challenge myself when things get too easy

Determination is demonstrated by pushing towards your personal best you no matter how challenging or easy an undertaking may seem.

*Empathy* for those who have less than me and for those who need more than me

Empathy is demonstrated by attempting to understand what another person is feeling, to walk a mile in his/her shoes and to use that experience to never hurt someone else in any way.

In addition to the above behavioural expectations, Khalsa School has high behavioural standards in the following areas:

## 1.3 Harassment, Intimidation and Bullying

No student will be subjected to physical or verbal harassment, intimidation or bullying. All students must feel at ease amongst the school community. "Rough play" is considered a form of intimidation and dealt with accordingly.

No administrator, teacher, or staff member will be subjected to physical or verbal harassment or intimidation by a student. Disrespect of a teacher or staff member by a student is a serious matter that undermines the legitimate authority of school personnel and may result in expulsion.

See Anti-Harassment and Bullying Prevention Policy for full details.

#### 1.4 Discrimination, Racism, Sexism, Intolerance for other Religions or Gender Orientation

Any expressions of discrimination, racism, sexism, or intolerance, even if committed unintentionally out of ignorance, will be subject to disciplinary measures.

#### 1.5 Academic Misconduct

All students are expected to adhere to a high level of intellectual integrity. Academic work is intended to represent what the student knows about the topic. Relying on and reproducing the thoughts and expressions of other people does not indicate the student's understanding of the concept and is considered plagiarism. Submitted work should have less than 15% of the information copied from other sources. Any work copied must be indicated with quotation marks enclosing the reproduced portions and a full bibliography.

What does cheating include?

- Sharing or showing an assignment/homework with another student whether you believe it will be copied or not.
- Giving and receiving answers during a test.
- Viewing a test without teacher permission, including taking a copy or picture of a test.
- Using any form of memory aid during a test without permission by the teacher.
- Using summaries (Wikipedia, movies, etc.) instead of reading the literary work.
- Translating an assignment from another language and submitting it as your own original work.

Involvement in plagiarism and/or cheating is fundamentally dishonest and unethical. Both violate the standards of our learning community. Students found guilty of plagiarism or cheating may face exemption from all awards and honours in the year in which the instance occurred. Students can expect to receive a mark of "0" on the work in question and additional consequences.

## 1.6 Serious or Chronic Misbehaviour

Serious breaches of responsibility will result in serious consequences. Suspension or expulsion from school and other possible actions can be expected for:

- Repeated interference with the teaching/learning process
- Violation of smoking, fire, or safety regulations
- Vandalism or damage to or theft of school or private property
- Gross violation of internet rules and technology use protocols
- Willful disobedience or disrespect to a teacher
- Physical, verbal or sexual abuse or assault
- Violation of Closed Campus policy
- Chronic truancy
- Chronic uniform violations

### **Consequences**

Where there are instances that are in direct contravention of the Code of Conduct or involve other forms of inappropriate behaviour, a number of strategies to resolve the issue may be implemented. Our goal is to help students learn from their mistakes - not punish. Age, developmental level and special circumstances are taken into account when determining consequences. Dependent upon the nature of the issue, these strategies may be used:

- Student Conference
- Teacher or Peer Mediation
- Reflection Sheet or Behaviour Report
- Parental Notification and Consultation
- Restorative Justice
- Removal of Privileges (extra-curricular, activities, fieldtrips, events, etc.)
- School Service (cleaning up, monitoring hallways, helping teachers, etc.)
- Detention, Suspension, Expulsion
- Financial Repayment (Restitution)
- Referral to School Based Team (SBT)
- Referral to Outside Agency (Counselling, RCMP etc.)

### **Suspension**

Suspensions are only granted by administrators after a consultative process with the student and his or her parent/guardian. Students who are suspended lose the opportunity to attend the

school for a specified period of time. They may not attend any school related activity (curricular or extra-curricular) during the time of their suspension and may forfeit their participation in future school activities (i.e. field trips, teams, clubs, events, etc.) Suspension may be assigned as either “in-school” or “out-of-school” at the administration’s discretion.

Teachers must prepare work for the students to complete during the suspension period. The student will not be readmitted to class unless the assigned work is satisfactorily completed.

### **Expulsion**

Similar to suspensions, expulsions are granted only by administrators after a consultative process with the student and his or her parent/guardian. Expelled students are unable to continue their education at Khalsa School and will need to secure an alternate school setting.