



**École Hadley Junior High School**  
 Tel: 819-776-3158  
 Fax: 819-776-1107  
 email: [hadley@wqsb.qc.ca](mailto:hadley@wqsb.qc.ca)  
[www.hadleypwhs.com](http://www.hadleypwhs.com)

## Discipline Policy 2016/2017

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Behaviour	Expectations	Pyramid of Interventions for Infractions
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Students will attend school all possible days.</li> <li>Students will check in at front reception with parent verification if they are late.</li> <li>Parents will ensure that students attend school; in the event a child is absent for a legitimate reason (ie. appointment, illness) the parents will notify the school by phone or email.</li> <li>School staff will take attendance and communicate with parents in the event that there are any concerns.</li> </ul>	<ul style="list-style-type: none"> <li>Parents will be notified by school staff in the event that a child is absent and not verified.</li> <li>After 10 unjustified absences, an administrator will send a letter of concern home and put in student file.</li> <li>If a student is absent 10 consecutive days in a row a letter of concern is sent to the parent and Youth Protection. A letter may be sent if the school is concerned about any number of absences.</li> <li>A student who continues to be absent and is not justified will have a plan-of-action meeting with school team, parent/guardian and student.</li> <li>A student truant from class will receive a lunch detention or a suspension.</li> </ul>
<b>Arrival to Class and Class Dismissal</b>	<ul style="list-style-type: none"> <li>Students will be in class and prepared to work (ie. sitting at their assigned location, with their required materials) before the bell rings to begin class.</li> <li>School staff will keep records of class lates.</li> <li>The teacher dismisses students at the bell. The bell is a reminder.</li> </ul>	<ul style="list-style-type: none"> <li>A student who is late (non-verified) for class will be assigned a 50 min. lunch detention.</li> <li>If the student continues to be late, they may be sent home and will be required to return with his/her parent(s) to develop a plan.</li> </ul>
<b>Bullying (physical, emotional, cyber)</b>	<ul style="list-style-type: none"> <li>Students will behave appropriately, respecting individual differences and diversity – to take a stand against bullying. They will report and inform (parents/guardians, school staff, friends) if they are being bullied or if they see someone else being bullied. Students will help someone who is being bullied by taking a stand – reporting and supporting.</li> <li>Parents will watch for signs that their child may be the victim of bullying and watch for signs that their child is exhibiting bullying behavior. They will speak to a teacher or administrator if their child is being bullied or they suspect that their child is bullying others. They will encourage open conversations with adults and encourage their children to tell a responsible adult if they are being bullied or suspect others are bullying.</li> <li>School staff will act as appropriate role models for all staff and students. They will take every precaution to ensure that students are supervised at all times. They will reinforce the message that bullying is not accepted or tolerated. They will be observant of signs of distress or suspected incidents of bullying. The staff will treat all reports or observed incidences of bullying seriously by reporting them immediately the appropriate administrator. The staff will provide and foster an environment where students feel they can speak to staff about their concerns.</li> <li><b>Please see Anti-bullying/Anti-violence Code of Conduct.</b></li> </ul>	<ul style="list-style-type: none"> <li>Official warning to stop offending (verbal and written) to the students and parents.</li> <li>A student may be automatically suspended from school if the act of bullying is considered severe regardless if there have been previous issues.</li> <li>In the case of a serious incident of bullying, parents of both the victim and the student(s) committing the bullying-type behaviour are notified. The parents are informed of the allegations and are also informed about the student's responses to these allegations (verbal and written).</li> <li>If they do not stop engaging in bullying behaviours after any warning from school staff, students will be suspended from school.</li> <li>Students who bully others may face one or more of the following consequences:                     <ul style="list-style-type: none"> <li style="padding-left: 40px;">Involvement in mediation;</li> <li style="padding-left: 40px;">Parents will be contacted by the school;</li> <li style="padding-left: 40px;">Recommendation for an out-of-school assessment;</li> <li style="padding-left: 40px;">Referral to the community officer;</li> </ul>                     Privileges will be withdrawn (e.g. exclusion from school, school activities, school services); and                      Sanctions outlined in the School's Discipline Policy such as detention and suspension.                 </li> </ul>
<b>Classroom Behaviour</b>	<ul style="list-style-type: none"> <li>Students will behave in a manner that is conducive to learning and will respect both the school and individual classroom guidelines.</li> <li>School staff will model appropriate classroom behaviour and will monitor and follow up as needed. Parents will be contacted when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>A student who misbehaves in class will be dealt with by the classroom teacher.</li> <li>In the event that a student continues to misbehave and ignores the teacher's interventions they will be referred to an administrator.</li> <li>The student will receive a minimum of one (1) lunch detention unless the teacher indicates differently.</li> <li>If a student is sent out of class more than once in one day, they will receive a school suspension for the rest of the day or the following day.</li> <li>The parents may be contacted by the teacher.</li> <li>If a student persists in misbehaving, a team conference will be held with the student, his/her parents, the behaviour technician, and an administrator.</li> <li>A student who continues to misbehave has placed him/herself at high risk: at this point, the student will be served with an out of school suspension and/or a meeting at the school board with a director.</li> </ul>
<b>Completion of Assignments</b>	<ul style="list-style-type: none"> <li>Students will complete assignments to the best of their ability and hand them in as requested by their teachers.</li> <li>Teachers will provide students with sufficient time to complete assignments. Teachers will monitor and keep a record of assignment completion.</li> </ul>	<ul style="list-style-type: none"> <li>A student who does not hand in an assignment on time may be assigned WIN (Work In Now) during lunch in the reflection room.</li> <li>Failure to attend WIN will result in a lunch detention or suspension.</li> <li>A student who continues to not hand in assignments as requested may be assigned an academic suspension.</li> </ul>



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<b>Dress Code</b>	<p>Students &amp; Staff are expected to dress in a manner which is appropriate to the school and to the workplace.</p> <ul style="list-style-type: none"> <li>• Hadley-Philemon gear is welcome and encouraged.</li> <li>• Only positive and non-violent images/phrases are allowed on clothing.</li> <li>• No references to drugs or alcohol will be permitted.</li> <li>• Under garments are not to be visible.</li> <li>• Skirt and short length must extend to the mid-thigh.</li> <li>• Spaghetti straps and bare midriff's are not appropriate for the school or the workplace.</li> <li>• Hats are to be removed upon entering the building for safety concerns.</li> <li>• Hats and jackets are welcome outside and must be put in your locker once you enter the building (along with your bags).</li> </ul>	<ul style="list-style-type: none"> <li>• A student who is in violation of the school dress code will be asked to change his/her clothing immediately.</li> <li>• In the event that the situation is unable to be remedied the student will be sent home to change his/her clothing or will spend the day in the reflection room.</li> <li>• In the event a student continues to disregard the dress code, he/she may be sent home and required to return with his/her parent(s).</li> </ul>
<b>Drug or Alcohol Use and the Sale of Drugs or Alcohol</b>	<ul style="list-style-type: none"> <li>• Students will refrain from using and/or trafficking drugs or alcohol at school.</li> <li>• Students will not present themselves at school or at school events under the influence of any illegal drug or alcohol.</li> <li>• The school Administration reserves the right to perform any search deemed reasonable to ensure the safety of students and staff.</li> <li>• <b>Please refer to school board policy</b></li> </ul>	<ul style="list-style-type: none"> <li>• A student who is caught either under the influence, in possession, or trafficking illegal drugs or alcohol will be suspended for 10 school days (8 days OSS and 2 days ISS).</li> <li>• The police will be involved if the students are in possession of drugs.</li> <li>• Parents will be notified. A re-entry meeting with parents will be held after the suspension.</li> <li>• The school Drug and Alcohol Counsellor will follow up with the student upon his/her return to school.</li> <li>• A student who is caught trafficking drugs or with a quantity of drugs deemed to be for the purpose of sale, will be suspended for 10 school days pending a meeting with a director at the school board which may result in a discipline committee hearing.</li> <li>• A student who is caught a second time either under the influence or in possession of illegal drugs or alcohol will attend a meeting with a director at the school board which may result in a discipline committee hearing and potential expulsion from school.</li> <li>• Refusal of a search is an automatic 10 day suspension pending a meeting with a director at the school board.</li> </ul>
<b>Electronic Devices</b>	<ul style="list-style-type: none"> <li>• Students cannot use of all portable electronic devices (ie. iPods, cameras, PSPs) and cell phones during class time and in classrooms during non-class time without permission from the teacher.</li> <li>• <b>Please see Electronic Devices poster</b></li> </ul>	<ul style="list-style-type: none"> <li>• A student who violates the electronic device policy will have his/her device confiscated. The student brings the device to an administrator. They will return the device after the student serves a detention.</li> <li>• A student who repeatedly violates the policy risks having their device confiscated by administration for an extended period of time, the end at which the parent(s) will be asked to retrieve the device at school.</li> </ul>
<b>Failure to Serve a Detention</b>	<ul style="list-style-type: none"> <li>• In the event that a student is served a detention, he/she will serve it as requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to report to a detention will be treated as insubordination and may result in more detentions or a suspension.</li> </ul>
<b>Leaving School Property</b>	<ul style="list-style-type: none"> <li>• Hadley students are not permitted to leave school property.</li> <li>• Philemon Wright Students can leave school property at Lunch Time only</li> </ul>	<ul style="list-style-type: none"> <li>• Hadley student may be suspended up to 3 days for leaving school property</li> </ul>
<b>Physical Aggression or Physical Assault</b>	<ul style="list-style-type: none"> <li>• Students will refrain from any type of physical confrontation (play fighting or fighting).</li> </ul>	<ul style="list-style-type: none"> <li>• Students who enter into a minor physical altercation or play fighting (ie. pushing/shoving each other) may be suspended up to 3 days. Parents will be notified.</li> <li>• Students who are involved in a physical confrontation whereby punches or kicks are administered will be suspended for up to 5 school days. The Behaviour Technician and/or police may be involved and will intervene with the student.</li> <li>• Parents will be notified. As well, a re-entry meeting with parents will be required.</li> </ul>
<b>Smoking/ e-cigarettes/ Vapes</b>	<ul style="list-style-type: none"> <li>• Philemon Wright students will refrain from smoking on school property.</li> <li>• Hadley Students are not permitted to smoke.</li> </ul>	<ul style="list-style-type: none"> <li>• A Hadley student who is caught smoking, or in possession of cigarettes or a lighter will be suspended for 3 school days. Parents will be notified.</li> <li>• A student smoking on school property will be suspended up to 3 days.</li> <li>• The student may receive a By-law fine.</li> </ul>
<b>Theft</b>	<ul style="list-style-type: none"> <li>• Students will respect the belongings of others. Under no circumstance is it acceptable to take something that does not belong to oneself.</li> </ul>	<ul style="list-style-type: none"> <li>• A student who steals will be required to repay the amount or dollar value of what was stolen.</li> <li>• The police may be involved and will intervene with the student; the parents will be informed. In cases that warrant it, charges will be laid.</li> <li>• A student who steals at school or during the school day will be suspended externally for up to three school days.</li> </ul>



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<b>Possession of Weapon</b>	<ul style="list-style-type: none"> <li>• Students will not have any type of weapons in their possession at school.</li> <li>• The school Administration reserves the right to perform any search deemed reasonable to ensure the safety of students and staff.</li> <li>• <b>Please refer to school board policy</b></li> </ul>	<ul style="list-style-type: none"> <li>• A student in possession of a weapon at school will be suspended up to 10 school days. The police will be involved and will intervene with the student. Parents will be notified; a re-entry meeting with parents will be held.</li> <li>• In the event a student is caught a second time in possession of a weapon at school, he/she will be referred to a meeting with a director from the school board which may result in a discipline committee hearing.</li> </ul>
<b>Vandalism</b>	<ul style="list-style-type: none"> <li>• Students will be respectful of all school property.</li> <li>• School staff will monitor and report any incidents of vandalism.</li> </ul>	<ul style="list-style-type: none"> <li>• A student who vandalizes school property will be required to compensate for full repair of the vandalism. Depending on the circumstances, the student may be assigned community service.</li> <li>• A student who vandalizes at school or during the school day may be suspended externally.</li> <li>• The parents will be advised.</li> <li>• The police may be advised and charges laid if appropriate.</li> </ul>