



ILAC International High School Graduated Discipline Policy

Progressive Discipline

IIHS believes in reinforcing positive behaviour. Unacceptable behaviour will result in a progression of logical consequences. Parents or Guardians (as the case may be) will be contacted if negative behaviour persists so that a joint effort can be made to help the Student develop better self-discipline.

IIHS requires Students, Parents and/or Guardians to consult with the Principal about any conditions or extenuating circumstances which may affect the behaviour and/or achievement of a Student.

IIHS recognizes its responsibility for reasonable supervision of its Students, and for the provision of academic and social guidance and counseling. We cannot be responsible for erratic, willful, or exceptional behavior. A Student will not be allowed to place unreasonable supervision burdens on the school or staff or, in the opinion of the staff, be repeatedly disruptive to classmates.

Interviews with the staff, students and parents may be set up to make plans to correct the behavior of a student.

Consequences

Students who do not comply with the standards of behaviour acceptable to IIHS based on its evolving policies will be dealt with in a fair and considerate manner. Actions will vary depending on the circumstances of each individual case. Mitigating factors are always considered before determining consequences. Consequences may include:

- Caution by Principal, teacher, support staff, administrator or adult supervisor;
- temporary removal from class, activity or event;
- Problem-solving exercise;
- Contact with Parent or Guardian;
- Counselling requirements at Student's expense;
- Peer mediation and conflict resolution
- Community/school service;
- Loss of privileges;
- Detention;
- Behaviour contracts
- Restorative practices
- Support and responsibility agreements
- Restitution
- Suspension;
- Expulsion (generally in extreme cases or cases for which IIHS must have zero tolerance for the behaviour in question)

Process for Dealing with Consistent Misbehaviours

Level 1

Teachers handle minor disciplinary infractions privately with Students. For a repeated offence, Parent(s)/Guardian(s) are informed and the situation is recorded on a disciplinary form. On the third documented infraction, the Student is referred to the Principal, and, a meeting with Parent(s)/Guardian(s) may be scheduled.

Level 1 OFFENCES:

- Truancy - Repeated tardy or absence from school
- Littering - Intentional dropping or throwing of items and not picking them up
- Excessive loud or aggressive behavior
- Inappropriate Language - Swearing or using inappropriate language against or about others
- Running - Anything other than normal walking in the building or in designated areas
- Selling - Selling of any item, including fundraising, without authorization from Administration
- Disrupting class - Words, actions or non-compliance with requests made by teachers that cause the learning environment to become unsatisfactory
- Eating - Food being eaten at inappropriate times and in unauthorized places | Gum chewing
- Non-compliance of a disciplinary assignment - Failure to fulfill any assignment or agreement that has been made because of misbehaviour

Level 2

Level two regulations are intermediate rules that require an automatic disciplinary form, plus the immediate attention of Administration. The Principal in conference with the Student will attempt to resolve the rule violation in one of two ways, but will not be limited to these: detention; written report related to the offence. Parent(s)/Guardian(s) may be contacted by telephone, notified in writing, and/or a meeting will be scheduled. Repeated offences may result in: Student is placed on probation; a suspension of one to three days; Student is asked to withdraw voluntarily; or Student is expelled. A meeting with Parent(s)/Guardian(s) will be scheduled. The process may but not necessarily follow in progression.

Level 2 OFFENCES:

- Hitting, shoving, punching, kicking, slapping or grabbing in a serious and dangerous manner
- Dishonesty- Being untruthful by word or by action
- Minor Vandalism - Acts that deface but do not destroy. Acts that create temporary inconvenience
- Unauthorized Printed Materials - Items not conducive to the classroom learning environment
- Defiance - Deliberate challenge by disobedience or ignoring written warning for level one offences

Level 3

Administration is immediately involved when the level of offence requires serious action. The matter may be dealt with in one or more of the following ways: Student is placed on probation; a suspension of one to three days; Student is asked to withdraw voluntarily; or Student is expelled. A meeting with Parent(s)/Guardian(s) will be scheduled. The process may but not necessarily follow in progression.

Level 3 OFFENCES:

- Bullying – See also Anti-Bullying policies and provisions.
- Homestay Violations, as reasonably determined by IIHS.
- Provision of false or materially misleading information in the IIHS admissions process by the Student.
- PLAR Fraud by the Student;
- Disrespect: Speaking to adults or other Students in ways that show lack of respect
- Theft - Removing or using property belonging to the school, a teacher, or student without the permission of the owner
- Fighting or Assault - Violent body contact or words written or stated that harm or have the potential to harm someone physically or emotionally

- Vandalism - destruction that has permanent damaging effects upon the school or private property. School property includes property owned by the school, employees, or loaned for school use. Vandalism also includes activities, such as graffiti, spray painting, etc.
- Prohibited Materials/Substances - The use of materials dangerous to the health and safety of the students, faculty, or guests of IIHS. This includes matches, firearms, chemicals, cigarette lighters, knives, alcohol, drugs, etc.
- Public Mischief - The inappropriate use of emergency numbers (911) or emergency equipment
- Insubordination or Abusive Language or Gestures - A belligerent or abusive act, statement or gesture that is directed to an employee of the school which involves more than a simple refusal to do something
- Aiding and Abetting - Urging another Student to do something against the law, or covering up for a Student who has done something in violation of the school rules.
- Forging Signatures - Signing another person's name
- Cheating –Using sources of information for school work that is not approved by the teacher, including but not limited to Third Party service providers, Personation, and ChatGPT. This would also include unauthorized talking during tests, copying another Student's homework, bringing notes, or answers to class during “closed book” tests/exams.
- Plagiarizing - Using and passing off someone else's ideas or writings as one's own.

Suspension/Withdrawal

In accordance with the Education Act, a Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons or in illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Bullying, if,
 - 8.1 the Student has previously been suspended for engaging in bullying, and the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.
 - 8.2 Any activity listed above that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
9. Any other activity that, under a policy of a IIHS, is an activity for which a Principal must suspend a Student and, therefore in accordance with this, conduct an investigation to determine whether to recommend to the Appeal board that the Student be expelled.

IIHS may, at its discretion, and in co-operation with the Parent(s)/Guardian(s), send a Student home for a determined period as a disciplinary measure. The circumstances regarding temporary withdrawal and suggestions for future improvement will be discussed with the Parent(s)/Guardian(s) concerned, as soon as possible.

Where the Student has been suspended, the principal shall immediately notify in writing the student, his/her teachers and the Student's Parent(s)/Guardian(s).

The Appeal Process

The Parent or Guardian of a Student who is suspended or asked to withdraw may, within three days of notification, appeal in writing to Principal. No appeal lies beyond the decision of the Principal on appeal.