

# PS/ES Student Behaviour Process

The following is a list of steps to be taken when dealing with student behavior and discipline. It is important to be mindful of the fact that some actions taken by students may require skipping steps due to the severity of the incident. It is also important to note that a student would follow steps from 1-8 if the behavior escalates in a relatively short period of time. These steps are not meant to follow the student from August – June. For example, if a student reaches step 4 in October, shows positive behavior until May and then has another incident, they would not automatically go to step 5. They would start back at step 1 due to the amount of time that has passed between incidents.

## Documentation

- Teachers are required to fill out an incident report form and save the form in the student's digital file for all steps.
- Throughout the process, the student's digital file will be shared with the Associate Vice-Principal and the Principal.

## Disciplinary steps to follow during a series of related behavior issues or incidents

- 1st incident** - Talk with student about the concerning behavior/incident and make expectations for behavior clear.
- 2nd incident** - No playtime during nutrition break and parents are contacted and made aware of the concerning behavior/incident. They are also told this is the second time this has occurred.
- 3rd incident** - Reflection time at lunch. Parents are contacted and told this is the 3<sup>rd</sup> time the student has displayed the concerning behavior.
- 4th incident** - Reflection time at lunch with an administrator and a meeting is set up with the teacher and the parents. A student responsibility contract is established and signed by student/parent, teacher, and administrator.
- 5th incident** - Meeting with the parents, teacher Associate Vice-Principal and/or Principal. An action plan and a behavior plan will be developed during this meeting.
- 6th incident** - In-school suspension of 2 days. Meeting between the parents, teacher, Associate Vice-Principal and/or Principal to review the action plan and behavior plan.
- 7th incident** - Out of school suspension for 1 week. Student can reenter classes after there has been a meeting between the parents, teacher, Associate Vice-Principal and/or Principal and a student behavior contract has been signed. The principal may request that the student seek assistance from a 3<sup>rd</sup> party outside of the school. IE: Elliot's Corner, counseling (*this may be requested at any point during the Disciplinary Steps Process*).
- 8th incident** – Recommendation to Head of School for long-term suspension.