

ALTERNATIVE HIGH SCHOOL

CODE OF CONDUCT

POLICY

Jobworks Employment Education Programs Inc. ("Jobworks") understands that students progress at different paces and are faced with various challenges. The intent of the policy is to respect each learner's individuality and to provide opportunities for success. The Alternative High School program will provide a safe and positive learning environment for each and every student.

GUIDELINES

The ultimate goal is to develop self-discipline.

Students should behave appropriately. Expectations of appropriate behavior include but are not limited to:

- Respect for self and others
- Respect for property
- Courtesy
- Cooperation
- Participation
- Honesty
- Responsibility
- Punctuality
- No Discrimination
- No Harassment
- No Gang Involvement
- Use of appropriate language
- Academic Integrity
- Compliance with the following:
 - Intake Procedures
 - Code of Conduct
 - Violence/Threats/Abuse/Assault/Weapons Policy
 - Drug Policy

- Anti-Bullying Policy
- Attendance Policy
- Dress Code Policy
- Safety Procedures
- General Rules
- Classroom Rules and Consequences
- Rules on the Use of Technology

PROCEDURES

Responses to student behavior occur with consideration to individual needs and circumstances. The policy aims to promote self-discipline, consider developmental differences, support constructive behavioral change, reflect the findings of educational research, and consider the safety and welfare of the Alternative High School program. In all matters of discipline, the staff recognizes that each situation is unique and the application of good professional judgment of teachers and directors is always required, even though a code of conduct exists as a resource. The parent(s)/legal guardian(s) will play an active role in the process of behavior management. The process may include the following interventions:

- a) Classroom Action - Classroom discipline (verbal or non-verbal).
- b) Informal Interview – School staff and/or administrator(s)/appropriate personnel will speak with the student about the situation/inappropriate behavior.
- c) Formal Interview – School staff and/or administrator(s)/appropriate personnel meet with the student and a parent/legal guardian to discuss the situation and consequences.
- d) Contacting a Parent/Legal Guardian – A staff member will contact and inform a parent/legal guardian of the situation, discuss the student's behavior, develop a plan to correct the behavior if necessary, and/or arrange a meeting.
- e) Police or Service Agency Involvement – In some circumstances, the assistance of the police department and/or specific agencies is required and will be contacted.

- f) Performance Contract – A contract is developed between the school and the student and, in some cases, a parent/legal guardian to assist the student in meeting school expectations.
- g) Restitution – The student is required to make amends for their actions (Restorative Justice).
- h) Suspension – The student is asked to leave temporarily for one or more days. Conditions of return are determined by Alternative High School program staff and/or administration.
- i) Clinical Referral – The student is referred to outside agencies for assistance in addressing the unacceptable behavior.
- j) Leaving the Program – The student is asked to leave the Alternative High School program for one or more modules. Re-entry and/or conditions of return are at the discretion of the Alternative High School program staff and/or administration.
- k) Expulsion – The student is asked to leave the Alternative High School program permanently.

*** Students who refuse to adhere to the above interventions will be asked to leave the Alternative High School program immediately. ***

APPEAL PROCESS

Any student and/or member of the public has the right to request the opportunity to appeal a decision made by staff to the Jobworks Board of Directors. Existing procedures that define processes and channels of communication to deal with appeals must be explored before a request to be included on the agenda will be considered. The final decision regarding placement of appeals on the meeting agenda will rest with the President (Chair) of the Board of Directors.

Students seeking information or a resolution to an issue must first contact the teacher. If additional resources are required or the process does not provide a satisfactory resolution, the student should contact the Director of the school. As a final measure, a written request can be made to the Board President (Chair) of Jobworks to have the case reviewed at a board meeting or to appear at a board meeting. This written request to the Board President (Chair) must be received no more than five business days after the meeting of the student and the Director.

Members of the public are encouraged to deal with matters through staff members assigned to the area involved. If this process does not provide a satisfactory resolution, the Director of the school should be contacted. As a final measure, a written request can be made to the Board President (Chair) of Jobworks to have the case reviewed at a board meeting or to appear at a board meeting. This written request to the Board President (Chair) must be received no more than five business days after the meeting with the Director.

The Board President (Chair) of Jobworks is the final authority for approval of requests to address the Board or to appear at a board meeting.

Requests to appeal a decision made by administration may be held "in-camera" if the President (Chair) of Jobworks is of the opinion that confidentiality may be breached if the matter is addressed in an open meeting (in the case that an appearance at a board meeting has been permitted).

A written submission must be available for distribution with the agenda.

The amount of time allocated for an appeal will be specified by the President (Chair) of Jobworks when the item is approved for inclusion on the agenda. Generally, 15 minutes will be allowed for an appeal.

All Board decisions are final and written notice will be provided to the appellant.