

Attendance:

When a student is absent from school there must be contact with the home. Students should bring notes from a parent or guardian explaining the absence; however a phone call, email, or personal visit is quite acceptable. When there has been no contact with the home within two days of a student's return to school after an absence, the school will send a letter home informing the parent of the absence, and requesting their co-operation in the future. Students who have been away from school are responsible for catching up the work missed during their absence. Teachers are quite prepared to offer extra assistance at mutually convenient times (lunchtime or after school), but the student should take the initiative in making any arrangements. A student missing even the first five minutes of a class has missed the most important part of the class, and is likely to encounter difficulties throughout the class as s/he has not had the introduction to the day's work. The teacher can interrupt the class to give the student individual attention, but this is done at the expense of the other students. This problem is even worse when a student has missed an entire class, as most classes build on the material covered in the previous class. It is vastly preferable that all students attend each class and arrive on time.

Late policy:

A student who is not in class by the designated start time is late. Students who are late need to report in at the office so they can be recorded as late instead of absent. Secondary students are given a late slip to give to their teacher, confirming that they have checked in at the office.

Detention policy:

When unusual, important, or controversial issues emerge, a careful, reasoned response is deserved. On occasion an issue has been raised and an immediate action or reaction is expected. After discussion with previous councils, it has been agreed that the school / principal will be given at least three days notice to prepare a response to any new issue. If an issue is to be dealt with at a School Council meeting, the principal should be given as much pertinent detail as possible in advance in order to be prepared to address the matter at the meeting.

Dispute Resolution Process:

A detention may be assigned for any number of reasons, usually the result of a student's transgression of school rules. This is only one method of reinforcing the idea that there are reasonable expectations set for student conduct, and teachers are expected to utilize a whole repertoire of disciplinary strategies. Detentions are most appropriate for older students - those who have greater control of their own actions, and who have a greater

realization of the results of their own actions, but may be assigned to elementary students as the teacher sees fit.

Detentions are normally 30 minutes long, and are supervised by the teacher on duty. The student is required to sit quietly for the duration of the detention, and is not permitted to talk, to read, or to do school work. This may be seen as a waste of time, and it is. The student should be led to see that there are much better uses for this time, and so be encouraged to do whatever is necessary to avoid getting detentions in the future.

Detentions are to be served on the day they are assigned, either during the noon break or after school. A student who has a valid reason for not serving the detention on the day it is assigned should contact the teacher on duty or the principal, and make arrangements to serve the detention the following day. Penalties will be imposed for students skipping detentions.

Elementary discipline policy:

In a continuing effort to find "answers", to provide proper guidance, and to create a positive, friendly atmosphere in which students can develop both socially and academically, a number of strategies have been identified. School staff believe that a clear set of expectations which are consistently enforced will lead to an improvement in school 'tone' and general behavior.

- (1) Students whose behavior is inappropriate may need to be temporarily removed from the classroom. If this happens frequently, the student may be referred to the counselor or the administration, and the parent may be notified.
- (2) Fighting and related acts of physical aggression directed against other students will not be tolerated. When a child is involved in an incident of this nature, s/he is to be assigned a detention and the parent is to be notified. Parents are encouraged to take the time to reinforce the ideas of co-operation, consideration, and friendship.
- (3) In the event that a child is involved in five such incidents in any month the parent will be requested to come to the school for a meeting with the child, the principal, counselor, and possibly others involved. This step should produce a combined home-school strategy that will ensure an improvement in behavior.
- (4) If there is a repeat offense within five days of the parent-school meeting, the parent will be requested to remove the child from the school. The length of "dismissal" will likely be for the remainder of the day, but the duration will be determined by the circumstances. It is necessary that the student be truly aware that his/her behavior is unacceptable and will not be tolerated.

(5) The final steps for students guilty of repeated acts of aggression towards others include suspension, either for a definite term or indefinitely. These may be invoked at any stage of the preceding if the circumstances warrant.

Code of Conduct:

Each student attending J.V. Clark School agrees to abide by the following general guidelines:

1. Students will be respectful to teachers, fellow students, school visitors and community members.
2. Students will be respectful of the building, its contents and the property of the community and private citizens.
3. Students will make every effort to bring no dishonor to themselves or to the school by their actions.

Policy On Harassment in the Schools:

Each school in the Yukon is expected to work towards providing an environment free from harassment, not only of students by students, but also including all people who are part of the school community. Thus a policy on harassment is included under the School Rules (in our case Rule #4, "Respect the rights of others"), which pertain to both teachers and students. The directive from the Department of Education on implementing such a policy reads, in part: "Please note, however, that the policy applies to support staff and members of the public as well. While the Education Act does not provide explicit legislative ground for this, other legislation does, and there is an advantage, in terms of perceived fairness and getting the message across, to having it apply to everyone at the school site".