Flex Academy Codes of Conduct

Flex Academy Codes of conduct, terms and definitions

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Athletics Code of Conduct

Rationale

Our aim is to have Athletics be a meaningful part of students' school experience and our school community as a whole. As such, we uphold strong values within for our sports teams and fans.

The **Athletics Code of conduct can be found here,** and here is where you can find **information on concussions**.

Flex Academy Code of Conduct

Purpose & Rationale

The Flex Academy Code of Conduct outlines our expectations of members of the Flex Community. It is built around the characteristics outlined in the Flex **Learner, Teacher and Staff profiles** and our school's **Core Values**.

Definitions

"Flex Community" or **"the Community"** refers to staff, teachers, contractors, students and parents enrolled at or working for Flex.

"Abusive behaviour" refers to acts directed towards members of the Community that are deemed threatening, demeaning, disrespectful or contradictory to the core values and characteristics **outlined on this page**.

Our Commitment to You

All Flex staff and contractors commit to treating members of the Flex Community with respect and in alignment with our core values of **Relationship, Integrity, Flexibility and Academic Success** and the characteristics outlined in our **Teacher** and **Staff** profiles. As a school, we are committed to ensuring Flex is a safe, supportive, and inclusive school.

Members of our staff and contractors who act in a manner that contradicts this commitment may be subject to discipline as outlined in the Student Discipline policy.

Our Expectations of Students

We expect students to treat members of the Flex Community with respect and in alignment with our **core values** and the characteristics outlined in the **Learner profile**. In addition, students must adhere to **the policies** and guidelines provided through SOPHIE and by teachers. Failure to do so may result in disciplinary action based on the severity and frequency of the behaviour as outlined in the **Student Discipline policy**.

Our Expectations of Parents

We expect parents to treat members of the Flex Community with respect and in alignment with our **core values**. Flex has a **zero-tolerance policy with regard to abusive behaviour** towards

members of the Community and reserves the right to withdraw students from the school if a parent is found to be treating members of the Community with disrespect or counter to our core values.

Our Expectations of All Members

Communication

We expect and promote open, honest communication so that all members of the Flex Community feel safe and valued at Flex events.

All members of the Community are asked to share with an Flex teacher or staff member about any behaviour that does not align with the expectation laid out in this code of conduct.

Face-to-Face

Whether online or in-person, students are expected to wear modest clothing and refrain from public displays of affection that are unsuitable for a group learning environment.

The possession or use of any form of weapon is prohibited at any Flex event.

Technology

Due to their potentially disruptive nature, personal media devices, such as phones or tablets, are not to be used during flex events unless approved by the event supervisors for the purpose of the activity or other approved reasons (e.g., medical).

Our Process to Resolve Incidents

Where violations of the code of conduct occur, flex leadership will work through the Student Discipline policy with those involved in the incident with the goal of restoring relationships and keeping the safety and security of all members of the Community at the forefront.

Foundations (K-5) Behaviour Management

Level 1 Behaviours Classroom Level Discipline	Level 2 Behaviours Administration Level Discipline	Level 3 Behaviours Administration Level Discipline
Interruptions Minor Unkindness to other kids – faces, exclusion, etc. Physical Horseplay Minor Disrespect Minor Defiance Disrespectful language (teasing, etc) Dishonesty Irresponsible/Unsafe Choices Dress Code Violations (see DC policy) Minor misuse of technology Late for class after recess/lunch	Repeated Level 1 Behaviours ** Inappropriate Language (swearing, etc) Threatening Behaviour Ongoing Defiance Truancy (absent from class without reason) Digital Misuse of Technology ** Contact will be made with parents to try to resolve the situation before a student is referred for Level 2 discipline	Repeated Level 2 Behaviours Violent Act – hitting, shoving Extreme Threats/Threatening Language Abuse toward staff and school community Repeated Truancy Incidents
Level 1 Tools	**Level 2 Tools**	**Level 3 Tools**
Connect before you Correct Non-verbal & Verbal Cues Redirection Re-teach behavior Move within classroom Taken-aside Discussion Removal from Classroom Incident Form – sent home at the discretion of the teacher – always sent to Admin • Incident Form, Phone Call/Email Home to Parents, MUST take place before moving onto Level 2	Reflection & Collaboration in making a plan to address/solve the undesirable behaviour between admin, teacher and parents Meeting (parents, admin, teacher, student) - Restoration (apologies etc) Loss of privileges fitting to the circumstance • Extracurricular • Digital Devices (in class / LC) • Field Trips Counselling	Meeting (parents, admin, teacher, student) Counselling Restoration Suspension • In-school • Out-of-school Expulsion

Innovations (Gr. 6-12) Behaviour Management

Level 1 Behaviours Classroom Level Management	Level 2 Behaviours Admin Level Management	Level 3 Behaviours Admin Level Management
Teacher Led	**Teacher Led w/ Admin Supp.**	**Admin Led**
- Interruptions - Reluctant/Non Producer - Physical Horseplay - Minor Disrespect - Minor Disrespect for property - Inappropriate language - Dishonesty - Irresponsible/Unsafe Choices - Displays of Affection - Dress Code Violations (see DC policy) - Minor misuse of technology	- Repeated Level 1 Behaviours - Threatening Behaviour - Defiance - Off Campus - Vandalism - Truancy - Misuse of Technology - Plagiarism/Academic Dishonesty - Failing to Attend Level 1 Consequence 3 Lates in a one week period	- Repeated Level 2 Behaviours - Violence - Drug/Alcohol Use and Abuse - Gross Misconduct (see handbook) - Abuse toward staff and school community 3rd Truancy Incident 3 Level 2 late consequences in one quarter - Plagiarism/Academic Dishonesty on Major Assignment

Level 1 Procedures:
Removal from classroom and reflection form
> o Purpose - To give cool down time and create a means of tracking situations and communication
> o Provide option of waiting till the end of the block or immediate return after form is completed
> o Forms are to be completed by the student, returned to the teacher, and the teacher must scan and email to Mike
> o Removed students are to be sat outside of the classroom, on the floor, and are to finish the form and wait for the teacher to make contact

Communication home
> o It is crucial that students and parents are informed of the situation to understand we will try to manage as much as possible in class. The best way to build respect and preserve the relationship between the teacher, student(s), and class is to find resolution without the administration stepping in. **Admin is still available to help**, but only when the situation warrants.
> o Regardless of the number of incident forms, the teacher must make contact with the guardian and receive a reply before the admin is involved. These communications must be tracked and should cc or be forwarded to Mike.

Note: In order to move <u>from</u> level 1 to 2, contact must be made by the teacher with the student's guardian(s) preferably by both email and phone call. Admin must be given a record of this progression with corresponding incident form(s), record of communication(s), and management strategies used.
**The goal is to maintain the relationship between the teacher, student(s), and parent(s) without admin intervention.

Tools to aid the intervention of each level:

Level 1 Tools	**Level 2 Tools**	**Level 3 Tools**
Non-verbal & verbal cues Move within classroom Taken-aside for discussion Serving classroom (cleaning boards, gym, put up chairs, etc) Temporary removal of digital devices Owed time * • **Removal from classroom & <u>reflection</u> <u>form</u>** Classroom detentions * • **Contact home to parents, <u>MUST</u> take place before moving onto Level 2** • **Academic probation**	Counselling Restoration Lunch-hour detentions x 2 Academic probation • Loss of off-campus privileges • After school study hall • Lunch hour study hall Loss of privileges • Off campus • Extracurricular • Electives • Access to WiFi • Digital devices • Field trips • Allowance of study blocks	Counselling Restoration Suspension • In-school • Out-of-school Expulsion

Behaviour Management Flowchart