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# APPENDIX “A”

## PROGRESSIVE DISCIPLINARY CONSEQUENCES POLICY

The ACTS sanctions prescribed below represent the minimum consequence that flows from a violation of any general or specific policy contained in this Code of Conduct. Specific to ACTS 1, 2, 3 Managers are able to assess a higher consequence than those enumerated below, depending on the nature and severity of the misconduct. Further, any act of misconduct that does not appear below will be left to the discretion of the Principal or Designate through an assessment of the nature and severity of the misconduct and the appropriate minimum sanction applied to similar ACTS under this Code of Conduct. Each violation will be recorded in the student’s record and any subsequent violation thereafter requires the Principal or Vice Principal to progressively escalate the sanctions applied up to ACTS 5, which shall then be followed by suspension and expulsion, where necessary, as determined under the circumstances by the Principal or Designate.

### Examples of Disciplinary Violations and ACTS Consequences

Disciplinary Policy Violation	Minimum ACTS Stage applicable*
Bicycle, rollerblades, skateboards in school or residence	1
Continuous lates in any class	1
Cutting in line at cafeteria	1
Failure to attend class extension	1
Loud noise in residence disturbing roommates or neighbours	1
Not observing quiet study time in residence	1
Poor housekeeping	1
Repeated (more than once) non-attendance at mandatory after-school activity or service trip	1
Unauthorized use of cellphone/laptop/tablet	1
Compromising school bus safety	2
Conducting unauthorized business in school or residence	2
Unauthorized activities/items	2
Repeated (more than once) refusal to follow morning instructions.	2
Gambling	2
YAA logout violation	2
Overtly affection behavior	2
Leaving residence during authorized absence	2
Not serving ACTS 1 - no authorized reason	2
Open flame, including lighter or other heat source in residence (e.g. burning candle or incense sticks)	2
Possessing flammable substance in residence	2
Second ACTS 1 violation	2

Smoking – possession and storing inappropriately of tobacco products and paraphernalia in residence room	2
Smoking tobacco products in residence, CIC buildings or outside of designated area: 1 <sup>st</sup> violation	2 and \$200 CAD fine
Pets in residence	2 and immediate removal of pets
Unauthorized items in residence room such as; e.g. TV, routers or any equipment that transmits, furniture, mattress, additional appliances, such as a fridge, iron, shoe warmer, rice cooker, hot pot, kettles/coffee machines with no automatic shut off, etc.	2 and immediate removal of TV's
Not following conditions of Total Care Plus	3
Changing residence, room and bed without Residence approval.	3
Disrespect/lying to staff	3
Possessing or viewing pornography	3
Unauthorized photography or sound recording in classroom or residence	3
Unsafe practices : <ul style="list-style-type: none"> <li>● Removing window screen, blinds or curtains</li> <li>● Throw, drop, shoot or hang any object from window</li> </ul>	3
Failure to cooperate or obstructing a safety inspection conducted under "Entitlement to Safety Inspection and Access Policy	3
Ignoring a fire alarm	3
Installing illegal/unauthorized software on CIC servers/computers	3
Making false or misleading statements to staff during an investigation	3
Not following conditions of ACTS 4 or 5	3
Not serving ACTS 2 – no authorized reason	3
Visitor violation (unauthorized guest beyond visitors lounge, not overnight)	3
Unsafe practices : <ul style="list-style-type: none"> <li>● Lending and/or borrowing residence key/fob/access card</li> <li>● Propping door open, opening the door to stranger</li> </ul>	CICDC Disciplinary Hearing
Intentional, negligent or reckless behaviour that exposes staff/student to health and safety risks or risk of injury	CICDC Disciplinary Hearing
Threatening, intimidating or bullying other students or staff in person or online through social media or otherwise	CICDC Disciplinary Hearing
Permitting overnight guests (internal or external students) in residence	CICDC Disciplinary Hearing

Giving alcohol or tobacco products to a minor under the age of 19	CICDC Disciplinary Hearing
Buying, selling, consuming, possessing and storing or being under the influence of alcohol	CICDC Disciplinary Hearing
Gang involvement or Gang activity	CICDC Disciplinary Hearing
Not serving ACTS 3 - no authorized reason	CICDC Disciplinary Hearing
Third ACTS 3 violation of School or Residence rules	CICDC Disciplinary Hearing
Tampering with fire protection equipment	CICDC Disciplinary Hearing Minimum fine \$500 CAD (or current fine amount) to be paid to Fire Department
Fraud / Forgery <ul style="list-style-type: none"> <li>• Creating or using forged Parking Permits</li> <li>• Fraudulent medical documentation</li> <li>• Misappropriation/misuse of passwords or account information</li> <li>• Forging authorized absence documentation</li> </ul>	CICDC Disciplinary Hearing
Fraud / Forgery	CICDC Disciplinary Hearing
Smoking tobacco products in residence, CIC buildings or outside of designated area: 2 <sup>nd</sup> violation	CICDC Disciplinary Hearing and \$200 CAD fine
Theft	CICDC Disciplinary Hearing plus costs/restitution
Vandalizing CIC property, or the property of other persons;	CICDC Disciplinary Hearing plus costs/restitution
Using or being under the influence, procuring, trafficking or cultivation of drugs	CICDC Expulsion Hearing
10 consecutive days or 40 total periods absent	CICDC Expulsion Hearing
Smoking tobacco products in residence, CIC buildings or outside of designated area: 3 <sup>rd</sup> violation	CICDC Expulsion Hearing
Aggravated assault or assault causing bodily harm	CICDC Expulsion Hearing and referral to Hamilton Police
Possession of a weapon or replica	CICDC Expulsion Hearing and referral to Hamilton Police

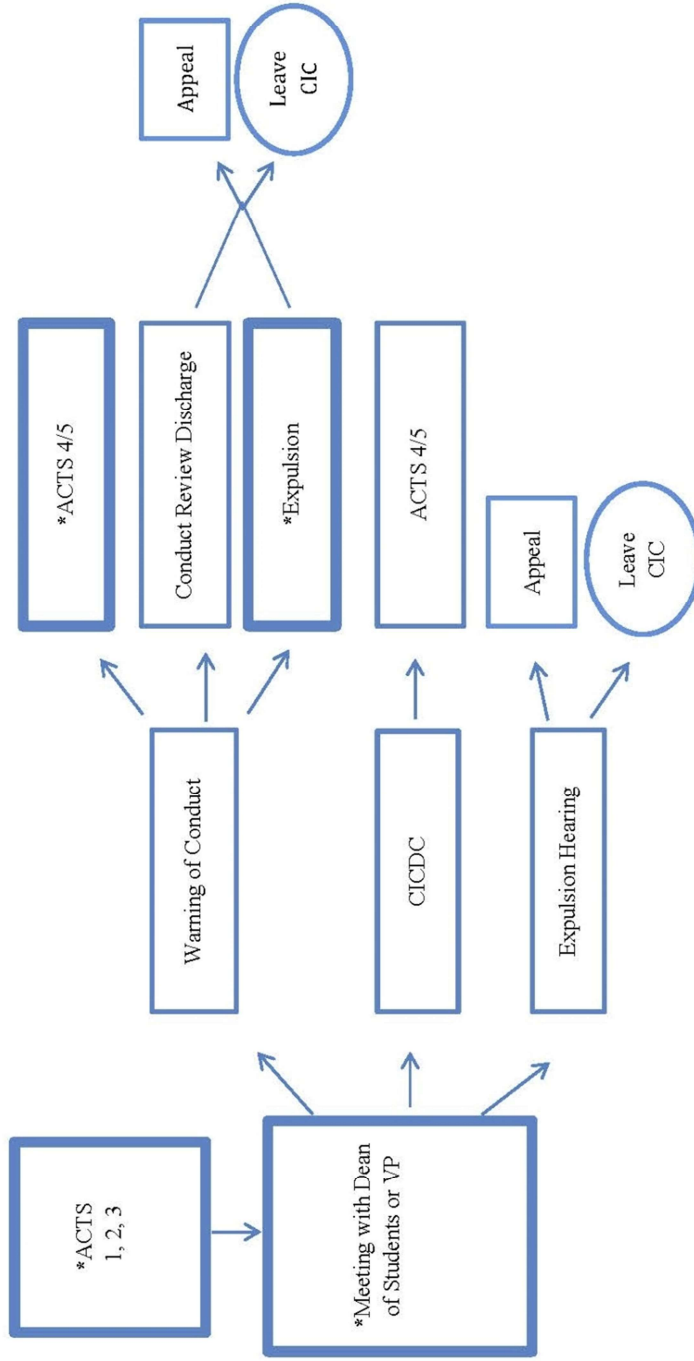
Sexual assault	CICDC Expulsion Hearing and referral to Hamilton Police
Assault on staff or students without bodily harm	CICDC Expulsion Hearing and referral to Hamilton Police
Aggravated sexual assault	CICDC Expulsion Hearing and referral to Hamilton Police
Assault with a weapon or replica	CICDC Expulsion Hearing and referral to Hamilton Police

**\* Note**

1. Any student who has been issued ACTS 4 or 5, Expelled and successfully appealed for readmission will have to apply through the CICDC for permission to attend any school excursions
2. ACTS 1 and 2 may be issued by all staff, ACTS 3 by senior staff (Department Heads, Residence Managers and Supervisors, ACTS 4 and 5 by the CICDC
3. The actual ACTS stage applied will depend on the severity of the violation. For example, disrespect to staff involving failure to follow instructions may result in ACTS 2 whereas more serious disrespect such as rude comments or swearing may result in ACTS 3 or ACTS 4. Dean of Students or Vice Principal or CICDC member will determine the appropriate stage.
4. A student's disciplinary record (ACTS 1, 2, 3) is retained for one semester with the exception of smoking. ACTS 4 or 5 remain on file till graduation. Expulsion remains on the student's permanent file.
5. It is the principal discretion to assign a higher stage ACTS at any time given.
6. The above list is not exhaustive. Policy violations not listed in the ACTS may be added from time to time by the Principal.

All ACTS issued will be posted weekly.

## Conduct Discipline Pathway



Student Signature confirming receipt of copy

Date

Student's Name and ID

**\* Students can enter the disciplinary pathway at any point**