

# Northern Academy - Discipline Policy

## The Role of Discipline

Northern Academy (NA) emphasizes the strengthening and refinement of one's moral character. Expectations in conduct for students (and staff) are high, as are our school's standards.

Students of The Northern Way seek an autonomous life rooted in virtue, guided by our principles of Integrity, Compassion and Resilience. Such people naturally produce good in this world, and, while serving others, bring good to themselves, and live a virtuous life.

Each student is unique, and faces different challenges. Achieving autonomy and a virtuous life requires enduring hardship, can take many years, and in truth may not be for everyone. But the reward of fulfillment in living a good life is worth the challenge.

When one's character is stable, and in action one is self-disciplined, external discipline is rarely needed. But in a culture that forms character through adversity, hard limits and boundaries are necessary to protect and preserve the environment. Our discipline system is rooted in choices and consequences - from small to great - while minding details of daily life.

Northern's Discipline Policy helps define rules for behavior, as well as violations and consequences - from minor to severe.

## Demerit Points

Northern uses a system of Demerit Points (DPs) to note improper behaviors and violations. Types of violations carry different weight, broken down into categories and assigned demerit point values.

At the start of each year, the student begins with 0 (zero) points, and is allowed a maximum of **25** points for the school year.

**Accumulating 25 or more points may result in dismissal from Northern Academy.\***

When DPs are assigned to a student, notices of the infraction and points applied are sent out by the FACTS SIS system to student, parent(s) and advisor. These are referred to as Behavior Events in FACTS. The nature of the infraction, date, and a brief explanation is included in the notice. Parents and students can view a history of these events from within the FACTS Parent and Student Portals.

When points are given, work, assignments and/or detentions are given as consequences and must be completed to remove the points. Additional consequences may be applied (ex. for Category 3 and 4 violations), such as school suspensions (in school or out), revocation of privileges, removal from dormitories, dismissal from school, and other consequences.

Demerit Point totals are not cleared until the end of the school year, so long as all work has been completed \*\*. The advantage of this is that parents, students, and teachers can see and be aware of the point total, examine the causes, and work together to find solutions and correct behavior(s) to avoid reaching the 25 point limit.

### **Categories of Violations**

Behavior violations are grouped by categories to distinguish minor violations from more serious or severe ones. The points applied and consequences received reflect the seriousness of the violation. Northern's character standards are vital to our culture and community; what may be allowed elsewhere could be a serious violation at Northern Academy. Parents and students should become familiar with these standards, and have a clear understanding of them.

The following is considered: Did a student make a mistake, or did they know the rule but choose to violate it? Are they respecting the culture, contributing to it openly and in good spirit, or appearing one way but acting another, with a "catch me if you can" attitude? What is the intent? This is at the heart of Northern's approach to discipline.

**Category 1** violations are minor infractions that deal with matters of everyday life, such as: dress and appearance; attendance and being on time; disruptive behavior in school, etc. A point is given for such violations, to be worked off with: lunch detentions, apologies, written commitments, conversations with teachers, etc. Warnings are usually given first, to provide students opportunity and remind them of rules and expectations. Multiple violations may result in more than 1 point.

Although Category 1 violations are viewed as minor infractions, repeated violations are treated more seriously, demonstrating patterns of behavior and the formation of negative habits.

*Examples are contained in the Category 1 Infraction table (see Appendix A), but are not limited to these definitions.*

**Category 2** violations are more than routine, ignoring rules and instructions with the intent to do so. In choosing such behavior, the consequences applied are higher, and receive more points. Suspensions of 1-3 days may also be given, in school or out.

*Examples are contained in the Category 2 Infractions table (see Appendix A) , but are not limited to these definitions.*

**Category 3** violations are seen as serious violations of school rules that are fundamental to our environment and culture - such as no smartdevices, or non-intimacy - as well as challenges in a child's character growth and development that require serious interventions. Such behaviors, if not corrected, could have negative consequences later in life. Category 3 violations may also impact the safety and security of the school environment.

**Category 4** violations are severe violations of Northern's policies and rules, and threaten the safety and security of the school environment. These violations could also be criminal in nature. Such violations may result in the direct dismissal of the student.

## APPENDIX A - Northern Academy Discipline Policy - Category examples

<b>Category 1 Infractions (minor) 1 to 3 DPs</b> (count resets each year)	
1	Ignoring instructions in class (e.g. reading other books, listening to music, looking at Chromebook, chatting, sleeping, drinking, eating, chewing gum - other disruptive and/or disrespectful actions), having to repeat instructions
2	Making loud noise, running in school buildings; littering; disruptive behaviors; foul language; wasteful behavior (dumping food, etc.) other unsafe games and activities on campus at teacher's discretion (snowball fighting, etc.)
3	Tardy Unexcused (TU). Student is late to class or school without a note from parent or teacher (must be received ahead of time, or accompany student). <u>More than 20 min.</u> late is considered Absent (Excused or Unexcused).
4	Absent Unexcused (AU). Student is absent from class or school without a note from a parent or teacher (must be received ahead of time, or within 24 hrs)
5	Uniform, Appearance and Dress Code violations
6	Lending to or borrowing money from fellow students
7	Ordering food/drink from delivery service without permission from dorm parent, teacher, club advisor, etc.
8	No show at scheduled discipline meeting, or assignments such as jobs or detention without valid reason
9	Failure to follow dorm / homestay rules
10	Failure to obey school bus/van drivers
11	Other offenses similar in seriousness on and off campus that disrupt or interfere with the orderly operation of the school or affect the learning environment
<b>Category 2 Infractions (intermediate) - 2, 4, 6 DPs</b> (count resets each year)	
1	Defiance to teachers and staff. Insubordination. Talking back.
2	Inappropriate, insensitive language, hurtful/resentful teasing and taunting
3	Dishonesty (including lies, mistruths, hiding truth, looking the other way)
4	Locker inspection violations, including messy lockers, storing uniforms in lockers, using an unassigned locker
5	Possession of unregistered personal electronic devices
6	Leaving campus during class period, school day or weekend out-of-town trip without approval. Leaving campus requires approval and notification
7	Possession and/or use of earbuds, headphones, bluetooth speakers, and other related personal electronics during school hours (7:30am to 6:30pm, Monday through Saturday), or in restricted areas. Repeat violations will result in confiscation of devices and/or shipping home to parents at their expense.
8	Repeated Category 1 violations and behaviors
9	Helping/Encouraging/Influencing others to commit Category 1 & 2 infractions
10	Other offenses similar in seriousness, on and off campus, that affect, disrupt or interfere with the orderly operation of the school and/or learning environment (SAO)
<b>Category 3 Infractions (Serious) - 6, 12, 18 DPs</b> (Counts are cumulative over a student's history at Northern. For each infraction, a maximum of 3 are allowed)	
1	Gambling
2	Serious violation of safety/security rules (including IT rules), to be determined by SAO
4	Fighting, Violent behavior (on or off campus; in public)
5	Explicit, offensive or insulting languages, profanity, including gestures & conduct
6	Habitual Dishonesty (including lies, mistruths, hiding truth, looking the other way), to be determined by SAO

7	Misuse/inappropriate use of technology (school or personal), including computers/devices, Google resources, shared drives, email, ripping and downloading media files; bypassing, altering or changing settings, passwords, security measures, filtering technologies; sharing or transfer of unapproved files, media & images
8	Vandalism, destruction or damage of school property; petty theft: e.g. stealing stationaries, toys, snacks and other properties from others or the school
9	Cheating, plagiarism, homework copying (incl. allowing / ignoring others to copy your work)
10	Bullying, intimidation, blackmail, physical and verbal assault
11	Repeated Category 2 violations
12	Smart device policy violation: possession of smartphones, laptops, tablets, smart watches, devices capable of browsing the Internet - whether they belong to the student or someone else (violators must surrender devices).
13	Non-intimacy violation: pursuing or encouraging an intimate relationship, flirting, close friendship with members of opposite sex (on and off campus)
14	Helping or encouraging others to commit Category 3 infractions
15	Other serious offenses on and off campus that disrupt or interfere with the orderly operation of the school, affect the learning environment, and/or culture
<b>Category 4 Infractions (Severe) - 12, 25 DPs, dismissal</b>	
1	Failure to follow SAO discipline consequences and instructions, such as handing in devices, completing assignments, serving detentions, etc.
2	Repeated Discrimination (including beliefs, gender [male or female], race and ethnicity, socio economic background, and others)
3	Explicit threat against safety of school personnel, students and others members of the community. Violence that intent to harm others or self
4	Theft (especially monetary, e.g. cash, credit bank cards and items with substantial value),
5	Using or possessing tobacco product, e-cigarette or alcohol, and other banned substance, e.g. drugs & marijuana, regardless of age
6	Possessing a weapon and/or expressing intent to use a weapon and inflict harm
7	Dating, intimate physical or sexual relationship or contact, use of vulgar sexual language, sexual harassment of any kind
8	Helping/encouraging/influencing others to commit Category 4 infractions
9	Repeated Category 3 infractions
10	Other serious offenses on and off campus that disrupt or interfere with the orderly operation of the school, affect the learning environment, and/or culture
*	Criminal/ illegal activities will be reported to police

### **Further Actions**

For violations, Northern Academy may additionally require the following:

Apologies from students, written and/or expressed (Good for accountability and ownership; character growth).

Deprivation of privileges including trips, activities, performances, events, and internet

In School Suspensions (ISS), Out of School Suspensions (from 1 day to 2+ months, depending on violation). Correction plan/schedule.

Parent conferences, onsite or online

Probationary period

School counselor meeting(s) and recommendations

Family counseling

*\* The Student Affairs Office (SAO) will review the discipline action and meet with school administrators to decide whether the student should be expelled, or a 2-3 month suspension given, with an opportunity to re-enroll.*

*\*\*Although point totals are not cleared from FACTS until the end of the year, this is for internal use only. For example, when students are applying for colleges, as long as the work has been completed, the demerit point total reported is zero.*