

# TECHNOLOGY DEPARTMENT

## STEPS FOR DEALING WITH IMPROPER BEHAVIOR

### **First Incident:**

- You will be shown this form as well as the Student Misconduct Record
- You will receive a warning or consequence depending on the severity of what you have done.
- A Student Misconduct Record will be filled out describing the incident that has taken place. This form will be filed for future reference.

### **Second Incident:**

- You will be shown this form as well as the Student Misconduct Record and Appeal form.
- You will receive a warning or consequence depending on the severity of what you have done.
- A Student Misconduct Record will be filled out describing the incident that has taken place.
- Your parents will be contacted and informed that if a future incident occurs they will be notified and you will receive a consequence

### **Third Incident:**

- You will receive a consequence for your actions. The instructor will determine the nature of this consequence.
- A copy of your Student Misconduct Record will be given to your administrator.
- Your parents will be contacted and told that if a future incident occurs your administrator may suspend you from school.

### **Forth Incident:**

- Your administrator will be notified that you have reached step 4.
- Your administrator will meet with you and may suspend you from school.

*See the back of the Page*

## **If At Any Time You Feel You Have Been Treated Unfairly:**

If you feel you are being treated unfairly your teacher will provide you with an appeal form. Use this form to describe why you feel the situation is unfair. Submit a copy of this form to your teacher who will consider your statement and include it with your four-step record.

### **Note:**

*Depending on the severity, some types of improper behaviour may require that you be sent directly to your administrator.*

### **Examples of Inappropriate Behavior and Possible Consequences**

BEHAVIOR	POSSIBLE CONSEQUENCE
<b>Intentional Misuse of Equipment:</b> defacing the area, damaging the equipment	<ul style="list-style-type: none"><li>• repair the equipment etc... on you own time</li><li>• pay for the cost of repairs</li></ul>
<b>Horseplay:</b> wrestling, pushing, fighting, chasing each other, throwing things etc...	<ul style="list-style-type: none"><li>• complete a project to improve the technology area, this will be done outside of school time at times which are convenient to the instructor.</li></ul>
<b>Undesirable Language:</b> swearing etc...	<ul style="list-style-type: none"><li>• use the computer to create a two page report about a technology topic of your choice, this must be done on your own time.</li></ul>
<b>Disrespect for Others:</b> disrupting the work of students in other areas, making rude comments to other students or the instructor	<ul style="list-style-type: none"><li>• reflect on the situation, use the computer to create a formal apology and present it to the people involved along with a verbal apology.</li></ul>
<b>Leaving the Class Inappropriately:</b> leaving the technology area without first notifying the instructor	<ul style="list-style-type: none"><li>• complete a project to improve the technology area, this will be done outside of school time at times which are convenient to the instructor.</li></ul>
<b>Truancy and Lates:</b> Unapproved absence from class, a pattern of arriving to class late.	<ul style="list-style-type: none"><li>• write a report explaining why good attendance and punctuality is important for academic success</li></ul>
<b>Safety Infractions:</b> using equipment without instruction, touching things you are not working on, working without concern for your own safety or the safety of others	<ul style="list-style-type: none"><li>• use the computer to create a list of safety rules which can be posted on a piece of equipment</li><li>• in severe cases loss of privileges</li></ul>