



The YMCA Academy ▪ Responsibilities Outcomes, Processes & Review Process

Appendix to the YMCA Academy Rights & Responsibilities

OUTCOMES

When behaviour gets out of balance, a meeting with the Head of School will be held to determine appropriate outcomes. The outcomes can range from:

- a meeting with the Student Counsellor for ongoing support
- requiring a student to withdraw from class temporarily
- requesting the student leave the Academy permanently

In any situation that might evolve, the Head of School, and / or the Student Counsellor will work with the students to help them work out appropriate solutions. All meetings are held in absolute confidence except when students are at risk of hurting themselves or others.

In situations where students have put themselves or others at risk, Parents / Guardians, teachers and police will be privy to any relevant information discussed between the student and the Head of School and the Student Counsellor. To be completely fair to everyone, it is necessary to be explicit about what constitutes appropriate behaviour and what outcomes can result from inappropriate behaviours.

If students exhibit any of the behaviours listed below, they will meet with the Head of School to discuss their behaviour and possible outcomes.

Unacceptable behaviours that will result in Meeting with the Head of School

- inappropriate attire - see *Dress Code*
- inappropriate use of electronic / audio devices
- inappropriate use of computers, including any form of violence, threat, or harassment – this rule also applies outside of school if use is directed at staff or other students
- inappropriate language, including swearing and derogatory words or phrases
- gambling
- possessing pornography
- tardiness
- skipping class, assembly, etc.
- arriving repeatedly unprepared for class
- using tobacco in restricted areas
- entering restricted areas
- causing unintended damage of any sort
- showing disrespect for school property
- plagiarism



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The Elastic Clause

The Academy reserves the right to initiate outcome procedures when, in their judgment, the health and welfare of an individual student or the community is best served by doing so. The Academy reserves the right to require students to withdraw for cause, medical or otherwise.

Unacceptable behaviours that will result in a Time Out from Class

If students exhibit any of the behaviours listed below, a Time Out from class is a possible outcome. A Time Out from class is a temporary separation from the community for up to three (3) days.

- uttering a threat to inflict serious bodily harm to another person
- possessing, or being under the influence of, illegal drugs or alcohol
- inappropriate use of prescribed medications
- harassment, including swearing
- swearing at a teacher or at another person in a position of authority
- acts of vandalism causing extensive damage to school property or property located on school premises (police may be called in these cases)
- bullying (see *Bullying*)
- fighting (physical)
- invasion of privacy

Unacceptable behaviours that will result in a possible Withdrawal from The Academy and may require police involvement:

If students exhibit any of the behaviours listed below, required withdrawal from The Academy might be the outcome. This is done to protect the rest of the learning community from any recurrence of the offending behaviour.

Under these circumstances, the student will be immediately suspended:

- possession of any weapon, including, but not limited to, firearms
- use of a weapon to cause bodily harm or to threaten serious harm
- physical assault causing bodily harm requiring professional medical treatment
- trafficking in drugs or weapons
- providing alcohol, drugs, cigarettes to a minor
- gang-related incidents
- sexual assault
- theft
- criminal harassment
- hate- or bias-motivated incidents
- extortion
- any other behaviours deemed seriously detrimental to the community

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PROCESSES

Process for Time Out from Class

- Staff who observes a student committing an act that requires a Time Out from Class will refer the matter to the Head of School
- Head of School or designate can initiate an immediate Time Out from Class for up to three (3) days. During this time the student will not be allowed into the 15 Breadalbane Street site or Metro Central YMCA where classes may be in session, without a permit that allows for specific activities e.g. a meeting with Head of School / the Student Counsellor and Parent(s) / Guardian(s).
- The Head of School will consider the student's history, the circumstances surrounding the incident (including the impact on any victim), and such matters considered appropriate in determining the duration of the Time Out from Class.
- The Head of School or designate will directly notify the student and the student's Parent(s) / Guardian(s), within 24 hours (by phone, email or in person), of what actions have been taken and why. Within 48 hours, The Academy will send a letter by registered mail to the student's Parent(s) / Guardian(s) explaining the situation.
- The Head of School or designate will ensure that suitable arrangements are made for the student's safe transport home. If the student is under 18 years-of-age, The Academy will first get a Parent's or Guardian's permission to send the student home. Parents / Guardians will assume responsibility of any transportation costs involved.
- At the request of the Parent(s) / Guardian(s), teaching staff will prepare home assignments for the student and make arrangements for access to study material.
- A YMCA Incident Report will be completed with a Time Out Report attached. They will be completed as soon as possible after the event.
- These forms, plus copies of any relevant documentation, will be included in the student's file maintained in Student Counsellor office.

Process for Required Withdrawal

- The Head of School must invoke an immediate Time Out from Class, pending a decision on the Required Withdrawal.
- The procedures for Time Out from Class will be followed, including notifying the Parent(s) / Guardian(s), arrangement for safe transport home, and preparing reports for the student's file.
- When the Head of School / the Student Counsellor notifies the student and the student's Parent(s) / Guardian(s) of the Time Out from Class, they will also be made aware of The Academy's intention to invoke a Required Withdrawal.
- As with a Time Out from Class, the student will not be allowed into the 15 Breadalbane Street site or Metro Central YMCA, or any other venue where classes may be in session, without a permit that allows for specific activities e.g. a meeting with Head of School / the Student Counsellor and Parent(s) / Guardian(s).

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REVIEW PROCESS

The Process for a Review/Appeal of Time Out from Class or Required Withdrawal

- The Head of School and the Student Counsellor will meet with the student and Parent(s) / Guardian(s) to review the Time Out from Class or Required Withdrawal.
- In the case of a Time Out from Class or Required Withdrawal, students or Parent(s) / Guardian(s) may appeal the decision. Regardless of any appeal, the Time Out from Class will take place immediately.

APPEAL PROCESS

Anyone who is not satisfied that the Time Out from Class or Required Withdrawal is appropriate may appeal the decision.

Appeal Process for Time Out from Class

- The Head of School will consider the appeal, will make a decision within 24 hours, and will notify the student and Parent(s) / Guardian(s) immediately.

Appeal Process for Required Withdrawal

- The appeal will be handled by a Committee.
- A person wishing to appeal a Required Withdrawal must make the request, in writing, to the Head of School within five (5) working days of being notified of the Required Withdrawal.
- The Head of School will forward this written request to the Committee responsible for the ultimate decision.
- The Committee will consist of at least five (5) members, including school staff and at least two (2) members of the YMCA community.
- The Committee will hold the appeal hearing within five (5) working days of receipt of the written appeal request.
- The Head of School will arrange the meeting and provide details, including time and place, to the appealing party, informing them that if they do not attend the appeal meeting, the original decision will stand.
- The Head of School will prepare a summary of no more than two pages, which will detail the student's behaviour and events relevant to the Required Withdrawal. This summary will be made available to the appealing party, any staff involved, and all Committee members.

The Appeal meeting

- The Head of School / the Student Counsellor will present all of the relevant information.
- The Committee will hear from the appealing party.
- The Committee will make a decision, either at the meeting, or no more than five (5) working days after the meeting. They may decide to exonerate the student or confirm the Required Withdrawal. This decision is final.
- The Head of School will notify the appealing party of the Committee's decision.