

Teachers must always keep the academic interests of the entire group in mind. If a student is making it harder for his or her classmates to learn, the teacher will usually offer one very clear warning. If the behavior persists the principal will be notified and the parents will then be contacted. In such cases, suspension, detention or other forms of punishment will be imposed.

If another report is filed against that student, be it from another teacher in a different class for a different offence, the above process is repeated, and a more serious punishment should be considered automatic.

If a third report is filled, again, be it from another teacher in a different class for a different offence, the student shall be expelled from the school.

The following activities will generally result in suspension from school by the principal for a variable period of time:

- Harassing, or demeaning any student or member of school staff
- Repeated failure to adhere to classroom rules as laid down by any member of the teaching staff
- Causing damage to school or private property
- Vandalism and graffiti
- Throwing or dropping any object from any elevated site or position
- Fighting at school
- Persistent tardiness (for further details see Tardies section)
- Possessing fireworks at school
- Engaged in habitual profanity or vulgarity at school

The following actions will generally result in expulsion by the principal:

- Physically injuring another person (except in self defense)
- Possessing or using a knife or firearm
- Possessing, attempting to use or using a knife
- Robbery or extortion
- Possessing, selling or using alcohol and drugs, or drug paraphernalia
- Failure to obey the terms of warnings, counseling, detention or suspension
- Three suspensions, for any reason will result in immediate expulsion from the school

Attendance

Every student who is tardy or absent must come to the office to take a tardy or absence slip.

Students should get their slips first, and then go to class.

It is the student's responsibility to notify the Office of any unforeseen absences. No student must ever leave the school during school hours without first notifying the Office of what the problem is.

All absences without a note or a phone call from a parent will be taken seriously and a parent will be contacted every time.

Make-up work will only be assigned if there is a genuine excuse for an absence and will not be assigned to students who have missed work due to suspension.

Tardies

For elementary school students in Grades 1–6, continual tardiness will result in parent contact.

For Grade 7 and up, three tardies in one semester will result in an incident report and parent contact. Five tardies in one semester will result in a day suspension, that day being the first school day after the fifth tardy was given.

Testing and Homeworks

Cheating on tests or plagiarizing someone else's work is a serious offence at ASM. It will always result in parent contact. The test or assignment in question will not be graded, and if the behavior persists, the student may be suspended or expelled.

Make-up tests or work for extra credit may be assigned by the teacher only due to illness or legitimate absence, not to improve a poor mark.

Consistently missed homework will result in parent contact.

ASM always encourages good communication between teachers, students, parents and administrative staff. The

school must work together with parents to ensure that the basic disciplinary guidelines are met. We must keep our standard high in order to ensure that our children get the quality education that they deserve.