

MANCHESTER HIGH SCHOOL

Guidelines for students' conduct in online classrooms and groups

1. All guidelines cited in the Manchester High School Students' Handbook (2015) for conduct within the classroom, apply.
2. Use your first name followed by your last name (as indicated on the school's register) to enroll in your classes. For example, Brandon Peterkin or Sandria Phillips.
3. Be respectful to your teachers, administrators, classmates and others. That is to say, be polite, courteous, kind, patient and cooperative.
4. Refer to your teacher as 'Sir' or 'Miss'.
5. Where possible (have the requisite resources e.g. data, access to wifi or the internet) attend your classes and be punctual.
6. Have tools/material ready for classes.
7. Gain permission from your teacher before you comment or ask a question.
8. Where possible, remain for the duration of the class, except you are excused by your teacher.
9. Post, comment, or ask questions in relation only to the subject matter agreed upon by your teacher and the class.
10. Where possible, complete classroom and home assignments, within the specified time established by your teacher.
11. Adhere to the specific class rules established between each teacher and the class.
12. Work hard and do your best despite the challenges with which you are confronted at this time.

Positive consequences

Use praise, commendations and rewards where students meet or exceed your expectations as agreed upon with them. These can be written or used via symbols, icons gestures. Provide them with data for devices, where possible and any other reward from which they can benefit.

Leveled negative consequences

Level 1	Behaviours	Consequences
Committed once.	Going off task. Making inappropriate comments. Minor class disruption (any action which interferes with the smoothness of teaching and learning).	Reminder/warning.

Committed twice.	Talking out of turn or without teacher's permission.	Time out for 1-2 sessions.
Level 2	Behaviours	Consequences
	<p>Three level one offences committed within a month.</p> <p>Disrespect to staff (impoliteness, discourtesy or rudeness).</p> <p>Insubordination or disobedience (failing to comply with a reasonable instruction).</p> <p>Use of profanity, expletives, curse words, bad words, foul language, swearing, through writing, symbols or gestures.</p> <p>Use of pornography or pornographic material through writing, pictures, gestures or symbols.</p> <p>Insubordination to staff.</p> <p>Dishonesty/cheating.</p> <p>Quarrelling.</p> <p>Major class disruption.</p>	<p>(One of the following in addition to informing parent):</p> <p>Time out for 3 sessions.</p> <p>Written apology.</p> <p>Reflective writing.</p> <p>Loss of privileges.</p>

<p>Level 3</p>	<p>Level 2 committed twice within one month.</p> <p>Gross disrespect to staff (show of contempt, ridicule, scorn or attempt to discredit or mar one's character).</p> <p>Use of threats.</p> <p>Fraud.</p> <p>Bullying (victimizing or putting down of others, through mockery, threats, slander, name calling).</p> <p>Discrimination (use of racial, ethnic, religious, sexual or violent slurs).</p>	<p>All of the following: Referral to Dean .</p> <p>Suspension from school combined with apology or written reflection.</p> <p>Parent contact.</p> <p>Referral to Guidance Counselor.</p>
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Adapted from School -wide Positive Behaviour Support Getting Started Workbook (2018).