



Student Code of Conduct & Behavior Policy

Challenging behavior can reflect an individual's only way to cope with a certain difficulty at any given time. Proper intervention during challenging behavior, along with promoting and teaching adaptive behavior as early as possible, is essential to de-escalating and redirecting.

Theatre Horizon believes that all students have a right to a safe and healthy learning environment. We promote community, mutual respect, tolerance, and acceptance. Behavior that infringes upon the safety and/or well-being of any student will not be tolerated.

Student Code of Conduct

- Any student who engages in bullying may be subject to disciplinary action up to and including dismissal from the program.
- Students are expected to immediately report incidents of bullying to the teachers or designee.
- Students can rely on staff to promptly investigate each complaint of bullying or unkind acts in a thorough, prompt, and confidential manner.
- A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact such as hitting or shoving, verbal assaults such as teasing or name-calling.

Students who engage in bullying are in violation of this policy and may be subject to disciplinary action up to and including dismissal from the program. In accordance with this policy, *bullying* is defined as intentional written, verbal, electronic, cyber, or physical action(s) against another person that aims to dominate said person or group of people, by causing pain, fear, embarrassment, humiliation, or creating a disruption of the educational process. *Unkind Acts* are defined as: acts of intimidation, manipulation, harassment, discrimination, or disrespect.

Incident Reporting Procedures

The following is a guideline of procedures that students, parents, and staff are to follow when reporting incidents of bullying.

1. All bullying incidents, substantiated or unsubstantiated, must be reported either verbally or in writing to Lead Teachers, Education Directors, or student advisor, or immediately following, witnessing, or being informed of a bullying incident.
2. Each complaint of bullying is to be promptly investigated.
3. All incidents, substantiated or not, are to be documented and filed with the Education Director
4. The parents/guardians of students involved in the incident will be contacted in writing following the investigation of a reported incident.
5. Parents that have further questions or concerns in regards to a bullying incident will be directed to the Education Director for further information and as a resource.

Theatre Horizon is not directly responsible for actions that occur outside of the time students are in our care, but if we are made aware of situations where students are being bullied or treated unkindly outside of our daily programming, we will promptly inform parents / guardians of those involved, plus take the necessary actions to keep students safe during our program hours.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, or the parents have further questions or concerns in regards to a bullying incident, they will be directed to the Education Director for further information and as a resource.

This policy applies to all students in connection with all the drama, educational, extracurricular, and other programs of Theatre Horizon, whether those programs take place on-site at Theatre Horizon, or off-site.