


## Administrative Procedures 360

### Student Discipline

		<b>Adopted:</b> June 28, 2011 <b>Amended:</b> November 28, 2018
	<b>External References:</b> <ul style="list-style-type: none"><li>• Education Act: Sections 85, 87, 148, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 175, 231</li><li>• Non-Violent Crisis Intervention Program Training</li></ul>	<b>Internal References:</b> <ul style="list-style-type: none"><li>• BP 8 Board Committees</li><li>• BP 13 Appeals and Hearings Regarding Student Matters</li><li>• Form 360-1 Student Contract Template</li><li>• Form 360-2 Student Discipline Letter Template In-School Suspension</li><li>• Form 360-3 Student Discipline Letter Template 1-3 Day Out of School Suspension</li><li>• Form 360-4 Student Discipline Letter Template More Than 3 Days Suspension</li></ul>

### Background

The Division is committed to the principle of developing environments which are physically and emotionally safe and positive. Parents, staff and students must work together to ensure that learning occurs in a safe, orderly and nurturing environment.

Specifically, all interventions on behalf of students reflect the dignity of the individual and natural justice.

Discipline is part of the teaching-learning process. Every effort must be made to teach appropriate behaviour to students, while at the same time recognizing that students must be increasingly accountable for their own behaviour.

### Procedures

1. Discipline in schools is to stress restitution and correction rather than punishment.
2. Principals and staff are to attempt to determine causes of misbehaviour and to stress rectifying those through a variety of techniques. Where physical and emotional safety of others is not considered a risk, the procedures below are to be followed by when behaviour problems are encountered:
  - 2.1 The goal of all behaviour management techniques employed by staff is to provide a positive school climate where the education and well-being of students are foremost considerations.
  - 2.2 The teacher is to assist the student in identifying the behaviour problem, its causes and appropriate alternative behaviours.
  - 2.3 The teacher is to discuss the student's behaviour with the Principal or designate in an attempt to generate alternative management strategies.
  - 2.4 The teacher and/or Principal are to discuss the student's behaviour with the parent(s) or guardian.
  - 2.5 A consistent effort is to be made to change inappropriate behaviour to acceptable behaviour through various techniques.
  - 2.6 If measures taken do not result in appropriate student behaviour the Principal is to consult with the Director or designate to plan for further remedial action with assistance from the School Support Team and as outlined The Education Act.

## 2.7 Temporary Restraining

2.7.1 Temporary restraining, that is reasonable under the circumstances, may be used to ensure the student's own safety, the safety of others, or to protect property, as per the Non-Violent Crisis Intervention Program training.

2.7.2 Corporal punishment is not permitted.

2.8 Teachers and administrators shall document in writing the strategies, procedures and techniques used to address inappropriate behaviour.

## 3. Suspensions

3.1 Removing a student from a situation does not change behaviour, therefore a plan and/or process to address the student's behaviour concerns needs to be developed with all concerned parties.

## 4. In-School Suspension

In-school suspension of class attending privileges may be used judiciously provided the following criteria are met:

4.1 Teachers shall notify the Principal immediately, when a student is removed from classroom attendance.

4.2 Suitable supervision must be available.

4.3 The time limit must be reasonable.

4.4 The location for the student required to do an in-school suspension is appropriate.

4.5 Parents and the Superintendent of Education with responsibility for school operations are notified in writing of the in-school suspension.

4.6 Parents shall always be notified, if after school usage of time is planned. A student who travels on a school bus is not to be detained after school hours unless prior arrangements have been made with the parent/ guardian(s) for the student's safe transport home.

## 5. Out-of-School Suspension

Out-of-school suspensions shall be administered as per Section 154 of The Education Act.

5.1 Less than three (3) days

5.1.1 The Principal may suspend a student from school for not more than three (3) school days at any time for overt opposition to authority or serious misconduct.

5.1.2 The Principal shall immediately report the circumstances and action taken to the parent/guardian of that student.

5.1.3 The Superintendent of Education with responsibility for school operations shall be notified in the same manner and if the student rides a bus to school, the Transportation Supervisor shall be notified.

5.1.4 A detailed record of the suspension shall be maintained.

5.2 Four to ten (4 to 10) days

5.2.1 The Principal may suspend a student for a period not exceeding ten (10) school days where the Principal receives information alleging, and is satisfied, that the student has:

5.2.1.1 Persistently displayed overt opposition to authority;

- 5.2.1.2 Refused to conform to the rules of the school;
- 5.2.1.3 Been irregular in attendance at school;
- 5.2.1.4 Habitually neglected his/her duties;
- 5.2.1.5 Wilfully destroyed school property;
- 5.2.1.6 Used profane or improper language; or
- 5.2.1.7 Engaged in any other type of gross misconduct, including:
  - 5.2.1.7.1 Abuse or assault (verbal, physical, sexual) against another person.
  - 5.2.1.7.2 Possession of weapons.
  - 5.2.1.7.3 Possession and/or use of illicit drugs.
  - 5.2.1.7.4 Physical, sexual or racial harassment of any person.
  - 5.2.1.7.5 Theft, robbery, and extortion.
  - 5.2.1.7.6 Tampering with fire alarms or other safety equipment.
- 5.2.2 The Principal shall then follow with written notification to the parents, the area superintendent and Director, and documentation to the appropriate files.
- 5.2.3 The Director or designate may confirm, reduce, or remove the suspension. If confirmed or reduced, the Director is to inform the Board.
- 5.2.4 If desired, the student, parent or guardian is to be granted a hearing with the appropriate officials, throughout each of the preceding steps.

## 6. Removal of School Bus Privileges – School Bus Misconduct

- 6.1 The school bus driver in consultation with the Principal may refuse bus transportation to a student who fails to abide by the rules, or who misbehaves on a school bus.
- 6.2 Instances of student misbehaviour resulting in removal of school bus privileges for one (1) day will be handled by the school bus driver.
  - 6.2.1 The school bus driver will inform the parent/guardian and the principal when school bus service is withdrawn for one (1) day effective the first school morning following the day of notification.
  - 6.2.2 The Principal will assess the matter to determine if a longer removal of school bus privileges is warranted.
  - 6.2.3 When determined that removal of school bus privileges of greater than one (1) day is warranted, the Principal and the Transportation Supervisor shall notify the parent/guardian and the school bus driver of the length, terms and conditions of the removal of privileges.
  - 6.2.4 Subsequent to consultation with the school bus driver and Transportation Supervisor, bus privileges may be removed for up to three (3) days per incident.
  - 6.2.5 In the event that the Principal recommends a removal of school bus privileges exceeding three (3) days, the Transportation Supervisor will determine the appropriate action to be taken in accordance with Administrative Procedures 350 Student Conduct.
- 6.3 In the case of misconduct, which presents an immediate danger to other passengers on the school bus, the driver may eject a student or students at any point on the route where

there is an inhabited dwelling or business place with adults present and willing to attend to the safekeeping of the student.

6.3.1 The driver shall immediately contact the parent/guardian of the student(s) and the Principal.

6.3.2 In the event that the Principal is not available the information is to be directed to the attention of the Transportation Supervisor.

6.3.3 The Transportation Supervisor is to inform the Director or designate.

#### 6.4 Suspension by Board – Greater than ten (10) days

6.4.1 Suspension of longer than ten (10) days shall only occur as per Section 155 of the Education Act.

6.4.2 The Board will investigate a suspension as described above, through its Student Discipline Committee.

6.4.3 The investigation is to occur prior to the date on which the suspension ends.

6.4.4 The Board on concluding its investigation may decide the suspension warrants a period of greater than ten (10) days. The Board may suspend the student from all or any of its schools for a period of not greater than one (1) year.

6.4.5 If desired, the student, parent or guardian is to be granted a hearing with the appropriate officials, throughout each of the preceding steps.

### 7. Student Discipline Committee

7.1 As per Board Policy 13 Appeals and Hearings Regarding Student Matters, the Board will establish a Student Discipline Committee in the event of the parent applying for an appeal of the suspension period.

7.2 The following procedure is to be followed:

7.2.1 The Student Discipline Committee shall consist of a designated trustee, a Superintendent of Education, who has not been involved in any stage of the process and the Director.

7.2.2 The Committee shall choose a Chair.

7.2.3 The Committee shall hear presentations with all members present, including the parents/guardians, student and Principal.

7.2.4 All presenting parties shall be required to leave and the Committee shall deliberate and arrive at a decision to uphold, reduce or increase the period of suspension.

7.2.5 The Superintendent of Education with responsibility for school operations shall notify the Principal and the parents/guardians of the decision of the Committee.

### 8. Expulsion

8.1 The Board, following an investigation or a report of a committee may exclude a student from any or all of its schools for a period greater than one (1) year.

8.2 The student, or his/her parent or guardian may, after the expiration of one (1) year, request a review and reconsideration of registration by the Board.