

STUDENT DISCIPLINE

Background

The school community is to develop standards of conduct and each member of the school staff is responsible for supervision of the conduct of students in the school. The Division will support its students, teachers and principals in the maintenance of proper order and discipline. All members of the school community must be made aware of what is expected of them in this regard, and of the possible consequences of breaches of Board policy, administrative procedures and school procedures.

In administering discipline, staff are to treat students with dignity and respect which is considerate of their circumstances. Disciplinary measures that humiliate or degrade students are unacceptable to the Division.

Procedures

1. Students shall be responsible and accountable for their behaviour and conduct:
 - 1.1 While involved in school-sponsored or related activities;
 - 1.2 While on school property;
 - 1.3 During any recess or lunch periods on or off school property;
 - 1.4 While traveling to and from school; and
 - 1.5 Beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s).
2. Board Policy 19 Appendix – Student Code of Conduct and Administrative Procedure 350 – Student Conduct and Administrative Procedure 351 – School Bus Rider Conduct establish standards for appropriate behaviour and the context for school and school bus rules and codes of conduct that students are to observe.
3. Teachers are expected to establish and maintain disciplinary procedures within the classroom.
 - 3.1 Disciplinary measures must at all times be:
 - 3.1.1 Reasonable, bearing in mind the nature of the breach of conduct, and the nature of the child (age or mental ability);
 - 3.1.2 Capable of being enforced;
 - 3.1.3 Administered impartially and consistently.
 - 3.2 A sincere effort shall be made by all teachers to control and/or eliminate behaviour by any student that is detrimental to the students' welfare or tone of the school.

4. Within the School (and the school bus)
 - 4.1 The Principal is responsible for formulating and operating school discipline procedures, with the cooperation of staff.
 - 4.2 Repeated contravention of reasonable standards of conduct shall be referred to the Principal.
 - 4.3 Each case will be fully investigated and the Principal, in consultation with the referring teacher, shall take such action as is deemed necessary.
 - 4.4 Parents will be consulted when their child poses a serious discipline problem.
5. Suspension and/or Expulsion of Students
 - 5.1 The Superintendent takes the view that suspension of students is only to be used after other avenues to resolve the difficulty have been explored.
 - 5.2 All suspensions from class and school and expulsion proceedings must conform to the Education Act (Division 3 Sections 36 and 37).
 - 5.3 Principals and teachers are expected to be fully conversant with these sections before taking action under them.
6. The Division considers the following as reasons for suspending students, or recommending expulsion:
 - 6.1 Open opposition to authority.
 - 6.2 Willful disobedience.
 - 6.3 Repeated neglect of duty.
 - 6.4 Use of profane or obscene language and/or gestures.
 - 6.5 Use of or impairment due to the influence of drugs, alcohol, or other injurious substances on school property.
 - 6.6 Irregular attendance for which there is no valid excuse.
 - 6.7 Willful destruction, damage, loss or conversion of school property.
 - 6.8 Failure to comply with local school procedures that have been approved by the Division.
 - 6.9 Deliberate injury to another student due to fighting or other aggressive action.
 - 6.10 Causing or supporting abuse of others in any way (physical, emotional, sexual, etc.).
 - 6.11 Conduct injurious to the physical or mental well-being of others in the school.
7. After a teacher feels that they have exhausted all avenues of disciplining a child within the classroom, the teacher may refer the matter to the Principal or designate.
8. For one (1) or more of the reasons cited above, a teacher may suspend a student from class, and shall immediately report such action to the Principal, stating reasons for the suspension, and recommending the course of action to be taken.

9. The Principal will investigate as fully as possible the reasons for suspension, consulting as the Principal deems appropriate:
 - 9.1 The student;
 - 9.2 The teacher;
 - 9.3 The student's parents or guardians;
 - 9.4 Witnesses to any incident leading to suspension.

10. The Principal, subject to the Education Act, and in consultation with any or all of the parties mentioned above, shall decide on a course of action which may include:
 - 10.1 Reinstatement of the student. The parents must meet with the administration prior to the student's re-entry.
 - 10.2 Conditional reinstatement of the student, (e.g. in-school suspension, withdrawal of privileges, etc.).
 - 10.3 Suspension of the student from the course or the school for a fixed term not exceeding five (5) days.
 - 10.3.1 Where a student is suspended from class or from school, the Principal shall immediately report verbally if possible and in writing, all the circumstances of the suspension to the student's parents, regardless of any oral communications that may have taken place. The correspondence shall be sent by registered mail, with a copy to the Superintendent.
 - 10.4 Recommendation to the Superintendent that an administrative review of the student's situation be held.
 - 10.4.1 At the request of a Principal, the Superintendent may convene an administrative review of a student's situation arising from disciplinary problems.
 - 10.4.2 The review committee shall consist of the Deputy Superintendent, a Principal, designated by the Superintendent from a school other than that of the student in question, and other appropriate Division personnel.
 - 10.4.3 The review shall afford an opportunity for all parties to a problem to be heard and shall attempt to establish a satisfactory resolution to the situation, including the involvement and coordination of agencies external to the Division as may be appropriate.
 - 10.5 Recommendation to the Discipline Committee of the Board that the student be suspended or expelled from school.
 - 10.5.1 Where it is recommended that the student not be reinstated within a period of five (5) school days, Division 3 sections 37 of the Education Act shall be applied.
 - 10.5.2 The Board delegates its function under Division 3 sections 36 and 37 to a Discipline Committee as established pursuant to Policy 8 – Board Committees.
 - 10.5.3 The Superintendent shall convene such a Discipline Committee within ten (10) school days after the first day of suspension, with the report from the

Principal which recommends a student's continued suspension or expulsion from school.

10.5.4 The Committee shall meet to hear the parties and shall decide on or vary the recommendation in order to resolve the matter.

11. A student expelled from school or otherwise disciplined under clause 10.5, or their parents, shall be advised of the right to appeal to the Minister of Education.
12. Corporal punishment shall not be used as a disciplinary measure.

Adopted/Revised: NOV 2019/MAY 2022

Reference: Section 8, 11, 31, 32, 33, 36, 37, 41, 42, 43, 44, 52, 53, 196, 197, 222 Education Act
Review by the Minister – Information Bulletin 3.5.1
Policy 13 – Appeals and Hearings Regarding Student Matters