

North East School Division Administrative Procedure



AP 409 Discipline

References:

Education Act, 1995, Part IV, Discipline, sections 148, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 175 and 231

Related:

AP 407 – Student Conduct

Tracking:

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DISCIPLINE

The North East School Division is committed to the principle of restorative justice, progressive discipline, and that staff, students and parents/guardians must work together to ensure that learning occurs in a safe, orderly, and nurturing environment.

PROCEDURES

Specifically, the Division expects that all interventions on behalf of students must reflect the dignity of the individual, restorative practice, and reasonable consequences.

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

1. General

- a. Discipline in schools is to stress restitution and correction rather than punishment.
- b. A student handbook that outlines codes of conduct policies and procedures will be developed, and subsequently be reviewed each year by the principal and staff. The Code of Conduct must reflect the philosophy of Positive Behavioural Interventions and Supports (PBIS) and must be made available on the school website and shared with students and parents.
- c. Principals and staff of schools are to attempt to determine causes of misbehavior and to stress rectifying those through a variety of techniques. Where safety of others is not considered a risk, the procedures below are to be followed:
 - i. The teacher is to assist the student in identifying the behavior problem, its causes, and appropriate alternative behaviors.
 - ii. If unsuccessful, the teacher is to discuss the student's behavior with the principal to generate alternative management strategies.
 - iii. If unsuccessful, the teacher and/or principal is/are to discuss the student's behavior with the parent(s) or guardian.
 - iv. A consistent effort is to be made to change inappropriate behavior to acceptable behavior through various techniques.
 - v. If measures taken do not result in appropriate student behavior the principal is to consult with their Superintendent of Learning to plan for further remedial action. Plans will be communicated with the Director of Education.
 - vi. The goal of all behavior management techniques employed by staff is to provide a positive school climate where the education and well-being of students are foremost considerations.

- d. Where the safety of others is at risk, temporary restraining force may be used as a last resort and must not exceed what is reasonable. It must be discontinued as soon as imminent danger of serious physical harm has dissipated. Corporal punishment is not permitted.

2. Detention

- a. Detention, if employed, is to be applied thoughtfully.
 - i. The safety of the student shall be a prime consideration.
 - ii. The principal or teacher will provide supervision.
 - iii. Detention served outside of regular school hours must be communicated to the parent or guardian.
 - iv. Transportation arrangements must be confirmed with the parent or guardian before considering detention.

3. Suspensions

Prior to imposing a suspension, the principal is to refer to the appropriate sections of *The Education Act* and discuss next steps with their Superintendent of Learning.

a. In School Suspensions

- i. Students may be removed from regular curricular and extra-curricular programming, but not from the school campus for challenging behaviours and misconduct.
- ii. Students will be placed in an area where they can be supervised and supported. Coaching and/or behaviour supports from the principal, teacher, and/or the school counsellor/outreach worker must be considered.
- iii. Students serving an in-school suspension should receive course material to ensure learning continues.
- iv. In School Suspensions should be applied reasonably and shall be reported to parents and guardians by phone.

b. Out of School Suspensions

- i. Students may be removed from regular curricular and extra-curricular programming.
- ii. Students serving an out of school suspension should receive course material to ensure learning continues.
- iii. A transition meeting with parent/student/principal must occur prior to student's return.

4. Lengths of Suspensions

a. Not more than three days

- i. In accordance with *The Education Act, 1995* the principal may suspend a student from school for not more than three days at a time for overt opposition to authority or serious misconduct.
- ii. When a student is suspended for not more than three days, the principal is to report promptly the circumstances and the action taken to the student's parent or guardian. A detailed record of the suspension must be provided to the parent or guardian, Superintendent of Learning, and the Director of Education.

b. Four to Ten Days

- i. The principal may suspend a student from school for a period of up to ten days for habitual, willful, or gross violation of duties of a student or the rules of the school following consultation with their Superintendent of Learning and the Director of Education. A detailed record of the suspension must be provided to the parent or guardian, Superintendent of Learning, and the Director of Education.
- ii. If desired, the student, parent, or guardian is to be granted a hearing with the appropriate officials.

5. Appeal Process

- i. The Board may investigate a suspension as described in (b) above, through a committee appointed and chaired by the Director of Education.
- ii. The investigation is to occur prior to the date on which the suspension ends.
- iii. The committee, on concluding its investigation, may recommend to uphold, reduce or increase the length of the suspension.
- iv. The committee may suspend the student from all or any of the Division's schools for a period of not greater than one year and shall report its decision at the next Board meeting.
- v. If desired, the student and parent/guardian, are to be granted a hearing, throughout each of the preceding steps.

6. Expulsion

- a. 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 year.
- b. The student, or his or her parent or guardian may, after the expiration of one year, request a review and reconsideration of registration by the Board.

7. Reporting and Monitoring

- a. Out of School suspensions throughout the Division will be monitored and tracked by the Director or designate.