

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	300 - STUDENTS	CODE:	AP 348
PROCEDURE:	STUDENT DISCIPLINE AND SUSPENSIONS		

BACKGROUND

The Division believes that the disciplining of students is to be corrective rather than punitive in nature. Staff are encouraged to determine the cause of misbehavior and try to rectify it through various means, including consultation with other staff members, parents and/or students. When disciplinary action is required, the Principal shall delegate the administration of such disciplinary measures as may be necessary. The level of discipline is to reflect that which would be exercised by a kind, firm and judicious parent.

PROCEDURES

1. The Principal of the school is authorized to administer such discipline as permitted by legislation and administrative procedures.
2. Practices involving the application of corporal punishment are forbidden.
3. Detention of students may be used provided that it is applied judiciously and the following criteria are met:
 - 3.1 Appropriate detention is an acceptable way of administering student discipline for individual students. However, the practice of group detentions for individual wrong doings or the practice of using peer pressure, in the form of group punitive containment, to coerce information of another person's wrong doings from students is not acceptable.
 - 3.2 Students detained for disciplinary purposes will be under the direct supervision of the teacher or another member of the professional or support staff.
 - 3.3 The time that a student spends for disciplinary detention shall be used constructively for educational purposes.
 - 3.4 Teachers shall notify the school administration of the detention immediately.
 - 3.5 The time limit must be reasonable.
 - 3.6 Parents are to be notified, if after school detention is being planned.
 - 3.7 A student who travels on a school bus is not to be detained after school hours unless prior arrangements have been made with the parents or guardians.

4. Exclusion from Class

- 4.1 Teachers can exclude a student from a class period, to a designated supervised environment for behaviours of an inappropriate nature, but shall immediately report to the school-based administration and shall file a written report to the school-based administration outlining the issues and action he/she deemed required.

5. Suspension From a Course of Study

- 5.1 A high school student may be temporarily denied access to a school course where other means of corrective action have failed to bring about improved attendance or appropriate conduct on the part of the student. Suspension from a course is considered to be an extreme measure that is only to be used after all other means to correct the inappropriate behavior have been exhausted.

- 5.2 Prior to a teacher recommending the suspension of a student from a course it is expected that the teacher will have completed the following steps in the discipline cycle:

- 5.2.1 The teacher will discuss the behavior concerns with the student and agree on an action plan to correct the inappropriate behavior;

- 5.2.2 If the situation is not corrected the teacher will have arranged an interview with the student and parents (document date and action taken);

- 5.2.3 If the situation continues to remain uncorrected the teacher will arrange an interview with the student and Principal and/or Vice Principal; and

- 5.2.4 The Principal or Vice Principal will contact the parent to discuss the potential for suspension from a course if the behavior is not corrected (last warning).

- 5.3 Where a Principal suspends a student from a course the Principal shall:

- 5.3.1 Provide the student with an opportunity to offer an explanation in defense or mitigation;

- 5.3.2 Report the matter to the Director or designate;

- 5.3.3 Notify the parent or guardian of the student of the reasons for the suspension from class;

- 5.3.4 Inform the student of the reasons for the suspension;

- 5.3.5 As soon as practicable prepare a written report of the circumstances of the suspension and provide it to:

- 5.3.5.1 The Director or other person authorized to act in the Director's absence; and

- 5.3.5.2 The parent or guardian of the student; and

- 5.3.5.3 On the request of either the student or his or her parent(s) or guardian(s), grant a hearing to the student and his or her parent or guardian.

6. In-School Suspensions

- 6.1 The Division supports the use of in-school suspensions where other means of corrective action have failed to bring about orderly or appropriate conduct on the part of the student.
- 6.2 A Principal may give an in-school suspension to a student for one (1) or more class periods or for a period of up to three (3) school days.
- 6.3 Parents or guardians will be informed by the Principal or designate before a student serves an in-school suspension.
- 6.4 A student serving an in-school suspension will be expected to remain in the designated area completing work assigned by teachers and Principal.

7. Up to Three (3) Day Suspensions From School

- 7.1 The Principal may suspend a student from school for not more than three (3) days at a time for overt opposition to authority or serious misconduct.
- 7.2 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, and maintain a detailed record of the suspension at the school. If there is no satisfactory resolution with the parent/guardian the Director is to be notified immediately.

8. Three to Ten Day Suspensions

- 8.1 The Principal may suspend a student from school for a period not exceeding ten (10) school days where the Principal receives information alleging, and is satisfied, that the student has:
 - 8.1.1 Persistently displayed overt opposition to authority;
 - 8.1.2 Refused to conform to the rules of the school;
 - 8.1.3 Been irregular in attendance at school;
 - 8.1.4 Habitually neglected his or her duties;
 - 8.1.5 Willfully destroyed school property;
 - 8.1.6 Used profane or improper language;
 - 8.1.7 Engaged in any other type of gross misconduct.
- 8.2 Where a student has been suspended under the provisions in Section 8.1 above, the Principal shall report, in writing, the circumstances, the action taken and the reasons for the action taken to:
 - 8.2.1 The Director;
 - 8.2.2 The parent or guardian; or
 - 8.2.3 The student when living independently.

- 8.3 The report required under this section shall be completed as soon as practicable but within two school days after the day of the suspension. The Principal, in the report, may recommend additional disciplinary measures to deal with the student concerned.
- 8.4 Upon receipt of the report the Director or designate shall:
- 8.4.1 Before the expiration of the period of suspension;
 - 8.4.2 After consultation with the Principal and any other persons he or she considers appropriate;
 - 8.4.3 After granting a hearing on the request of the student and his or her parent or guardian.
Confirm, modify or remove the suspension and report the suspension forthwith to the Director or designate.
- 8.5 Where the Director or designate confirms or modifies the suspension the Director shall forthwith report such suspensions to the Board in writing.

9. Expulsions

- 9.1 If the Principal is recommending expulsion, the Principal shall refer the recommendation to the Director and shall include a copy of Policy 13 Appeals and Hearings Regarding Student Matters with the Principal's report to the parents.
- 9.2 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. If desired the student, and parent, or guardian, are to be granted a hearing, throughout each of the preceding steps.
- 9.3 The student, or his or her parent or guardian may, after the expiration of one (1) year, request a review and reconsideration of registration by the Board.

Reference: Sections 148, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 175, 231 Education Act
Cross-Reference: Board Policy 13 – Appeals and Hearings Regarding Student Matters

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