

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 352 – Student Discipline</b>	
Related LCSD AP's	AP 351 – Bullying	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 148, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 175, 231 LCSD Board Policy Handbook, Policy 13 Appeals and Hearings Regarding Student Matters	
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### Preamble

The School Division is committed to the principles of natural justice and to school environments which are physically, emotionally, and spiritually safe and positive.

The Division believes that all disciplinary measures taken are to be those that would be exercised by a kind, firm, and judicious parent. The emphasis of such actions shall be corrective rather than punitive and take into account the cause of misbehavior. In every instance, consultation involving staff, parent(s) and/or student(s) is of prime importance.

Further, the Division will make provisions under which disciplinary action involving exclusion, suspension, or expulsion may be authorized, confirmed, modified, or removed, ensures expeditious investigation and treatment of problems between a student and the school.

The Board believes parents, staff, and students must work together to ensure learning occurs in a safe, orderly, and nurturing environment.

The School Division believes positive learning environments combined with strategies to systematically teach, strengthen and reinforce good behaviour, help to decrease undesirable behaviour.

The School Division expects all interventions will reflect the dignity of the individual, natural justice, and provide a foundation for personal growth and development of good character.

The School Division recognizes discipline as part of the teaching-learning process.

The School Division understands, while students must be accountable for their own behaviour, every effort must be made to teach them behaviours that are appropriate.

## Background for Suspension

### 1. Purpose

- 1.1. The Board believes that the discipline of students should be corrective rather than punitive in nature.
- 1.2. 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.
- 1.3. Suspension will only be imposed after careful consideration and as an end measure after other corrective efforts have failed.

### 2. Grounds

- 2.1. A suspension will be imposed only on the grounds and only in accordance with the procedure outlined in *The Education Act, 1995* and in accordance with procedures pursuant to this policy.

### 3. Principal to Suspend

The principal shall suspend students only in accordance with *The Education Act, 1995*, board policy and administrative procedures:

- 3.1. Prior to a student(s) suspension the Principal shall consult with the appropriate Superintendent;
- 3.2. A Vice-Principal, or a person designated to be acting principal, may suspend a student where such responsibility is assigned by the Principal and after consultation with the Principal.

### 4. Provision for Dismissal of Suspended Student

- 4.1. Planning for dismissal shall attempt to minimize contact between the suspended student and those who may have been involved in the incident that led to the suspension.
- 4.2. In situations where the Principal believes the behaviour endangers the safety of the students or other students or staff, the student may be immediately moved to a supervised location.

### 5. Reports to Police

- 5.1. School Principals shall consult with the Director before reporting incidents to the police, provided however that principals are authorized to report incidents of urgent nature or where there is treat of immediate harm directly to the Police.

## Procedures for Exclusion, Suspension, and Expulsion

Throughout all procedures that follow, school officials must be cognizant of the rights of the student and parent/guardian as provided for in legislation.

### 1. Exclusions

- 1.1 When a teacher excludes a student from class under Section 231 of *The Education Act, 1995* the teacher shall report in writing by the conclusion of the day the circumstances of that exclusion. The report shall be submitted to the Principal, who shall take such action deemed necessary and appropriate. An exclusion is a removal from learning; a redirected learning activity is not an exclusion.
- 1.2 Reports outlining circumstances of exclusions shall be kept on file by the Principal. Attached to the teacher's report will be a memo outlining action, if any, taken by the Principal.
- 1.3 The teacher will report the incident to the parent(s) via phone call before the conclusion of the school day or the student arrives home.

### 2. Suspensions

- 2.1 In schools of the Division, only the Principal will have the authority to suspend a student or confirm the decision of a Vice-Principal or Acting Principal to suspend a student.
- 2.2 When any student is suspended the Principal shall:
  - 2.2.1 Place the suspended student in a supervised location inside the school apart from classmates until the parent/guardian has been contacted, informed, and a plan for dismissal has been organized.
  - 2.2.2 If the parent or guardian cannot be reached, the student shall be kept at the school in a supervised location until the regular dismissal time. If contact can not be made, the student is dismissed with a letter detailing the actions of the school.
- 2.3 When a Principal suspends a student from the school for not more than three (3) days under Section 154 of *The Education Act, 1995* the parent or guardian shall immediately be advised of the circumstances and action taken before the end of the school day. In addition, students involved directly in the investigation (impacted or connected to the incident) will have their parents contacted (via phone call or writing) as close to the end of the school day as possible. A follow up report shall be submitted to the Superintendent of Education.
- 2.4 The Principal shall write a report outlining the day, date, time and circumstances of the suspension. The report shall be kept on file to be used in the event that future circumstances warrant an investigation.
- 2.5 When a Principal suspends a student from the school for a period of four to ten (4 to 10) days under Section 154 of *The Education Act, 1995* the Director shall receive a report forthwith and, at the same time, the parent or guardian of the student shall be notified concerning the action taken. The Principal shall:
  - 2.5.1 Meet with Parents in order to ensure that pertinent issues have been considered.

- 2.5.2 Deliver within two (2) school days after the day of suspension, a written report of the circumstances of suspension to the Director or designate and the parent or guardian.
    - 2.5.3 The report shall state that the student has been informed of the reason for the suspension and shall state the reason.
    - 2.5.4 The report shall also outline procedures whereby the student and/or his parent or guardian can obtain a hearing with the Principal if either or both desire.
  - 2.6 The Director of Education or other person authorized to act on his/her behalf shall, upon receipt of the report of a suspension in excess of three (3) days, confirm, modify, or remove the suspension. Where the suspension is confirmed or modified, the Director of Education or person authorized to act in his/her absence shall report to the Board the action taken in order that the Board may consider such further action as the Board may see fit to take.
  - 2.7 When the Principal recommends an extension of the suspension beyond ten (10) days, the Board authorizes the Director of Education to refer the matter to a Discipline Committee.
  - 2.8 The Director of Education shall ensure the result of the Discipline Committee Hearing is reported to the Board of Education in Closed Session at the next regularly scheduled Board of Education Regular or Committee of the Whole Meeting. The Board Disciplinary Committee's decision shall have the same effect as if made by the Board.
3. Expulsion
  - 3.1 Any expulsion from school must comply with the relevant sections of *The Education Act, 1995*.