



ADMINISTRATIVE POLICY No. 409

IMPLEMENTATION FALL 2006

REVISED MARCH 2010

STUDENT DISCIPLINE

Prairie Spirit School Division is committed to the principle of natural justice and to developing environments which are physically, emotionally, and spiritually safe and positive.

Prairie Spirit School Division believes that parents, staff, and students must work together to ensure that learning occurs in a safe, orderly, and nurturing environment.

PROCEDURES

Specifically, Prairie Spirit School Division expects that all interventions on behalf of students must reflect the dignity of the individual, natural justice, and a focus on forgiveness and restitution.

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. Principals and staffs 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 by the teacher and principal when behavior problems are encountered:
 - i. The teacher is to assist the student in identifying the behavior problem, its causes and appropriate alternative behaviors. The teacher is to discuss the student's

- behavior with the principal in an attempt to generate alternative management strategies.
- ii. The teacher and/or principal are to discuss the student's behavior with the parent(s) or guardian.
 - iii. A consistent effort is to be made to change inappropriate behavior to acceptable behavior through various techniques.
 - iv. If measures taken do not result in appropriate student behavior the principal is to consult with the Director of Education, or designate to plan for further remedial action.
 - v. 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.
- c. Where the safety of others is at risk, temporary restraining force may be used. It must not exceed what is reasonable. Corporal punishment is not permitted.

2. Detention

- a. Detention, if employed, is to be applied judiciously.
- b. Bus students are not to be detained after school hours unless suitable transportation arrangements have been made with the parent or guardian.

3. Suspension

- a. Not more than three days
 - i. Prior to imposing a suspension the principal is to refer to the appropriate sections of *The Education Act, 1995* relating to discipline.
 - ii. 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.
 - iii. When a student is suspended under these provisions, the principal is to report promptly, in writing, the circumstances and the action taken to the following persons:
 - The student.
 - The parent or guardian
 - The Director of Education or designate

- The Family of Schools Superintendent
- iv. A detailed record of the suspension is to be maintained at the school.

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. The Principal is to immediately inform the Director of Education or designate of the circumstances for which the suspension is being considered. When a student is suspended under these provisions, the principal is to report promptly, in writing, the circumstances and action taken and the plan for the student return to the following persons:

- The student.
- The parent or guardian
- The Director of Education or designate
- The Family of Schools Superintendent

- ii. The Director, or designate, may confirm, modify, or remove the suspension. The Director, or designate, is to notify the parents/guardians and the Principal in writing and then provide a detailed report to the Board of Education.
- iii. If desired the student, parent, or guardian is to be granted a hearing with the appropriate officials, throughout each of the preceding steps.

c. Suspension by Board

- i. The Board may investigate a suspension as described in (b) above, through its own involvement or that of a committee.
- ii. The investigation is to occur prior to the date on which the suspension ends.
- iii. The Board on concluding its investigation may decide the suspension warrants a period of greater than ten days. The Board may suspend the student from all or any of its schools for a period of not greater than one year.
- iv. If desired the student, and parent, or guardian, are to be granted a hearing, throughout each of the preceding steps.

4. *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.