



## **Policy: Student Discipline**

### **Policy Number: JFA**

### **Policy Type: Students**

#### **Policy**

Hanover School Division is committed to providing students and staff with a safe and caring school environment where everyone feels safe, welcomed, respected and cared for. Hanover School Division students and staff will focus on creating a climate that is conducive to:

- teaching and learning
- the physical and emotional safety and security of students and staff
- fostering and maintaining respectful and responsible behaviours
- developing and maintaining positive relationships among students and staff
- inclusion and community involvement

Hanover School Division believes that focusing on building positive relationships between students and staff along with an approach to discipline that is based on the idea that students best learn to discipline themselves if they are allowed to experience the logical consequences of their actions, is the most effective way to maintain a safe and caring learning environment.

There are a wide range of consequences that can be used when a student misbehaves or does not follow the school or division's Code of Behaviour. Decisions regarding student discipline will take into account:

- severity of the incident of misbehavior
- frequency of incidents
- Individual needs of the student
- age of the student

The effective discipline of a student hinges on a co-operative approach between the school and parent(s)/guardian(s). Hanover School Division is committed to involving parent(s)/guardian(s) as early as possible without calling home every time a student misbehaves.

The intent of the approach to discipline is to ensure that no student should intentionally infringe upon the right and ability of another student to learn or teacher to teach.

#### **Guidelines**

##### **1. Unacceptable Behaviour**

The following behaviours and actions, including but not limited to those below, are considered unacceptable and will not be tolerated on school sites or divisional properties, or during school or divisional sanctioned events:

- Face to Face bullying / Cyber-bullying
- Harassment / Discrimination
- Threats
- Gang involvement

- Possession of a weapon
- Possessing or being under the influence of an illicit drug, use of any tobacco product, vaping products or alcohol
- Inappropriate use of technology and the Internet

## 2. Responses to Improper Behaviour / Conduct

The following is a list of consequences that are used in schools. Although they are not always applied in the order in which they appear, the list moves from less severe to more severe consequences.

### 2.1. Informal Interview

A teacher or administrator talks with the student to reach an agreement regarding the student's behaviour. The parent(s)/guardians may be contacted on some circumstances.

### 2.2. Guidance Involvement

A conference or series of conferences are held with the school guidance counselor or resource teacher with the specific goal of developing a plan for changing attitudes and improving student behaviour. The parent(s) will be contacted.

### 2.3. Parental Involvement

Contact is made with the parent(s) to discuss the specific behaviour of the student and steps which must be undertaken to change the behaviour. The nature of contact could vary from a telephone conversation to a formal conference at the school with parent(s)/guardians, student and school personnel.

### 2.4. Formal Interview

A conference is held with the student, the teacher, an administrator and/or guidance counselor and the parent(s)/guardians to develop a plan for changing the student's behaviour.

### 2.5. Withdrawal from Classroom Setting

Where specific student conduct is deemed to have a negative impact upon the classroom learning environment, the student is withdrawn to a supervised alternate location to complete his/her assignment. Such withdrawal would normally be temporary, but when a prolonged withdrawal is recommended, the parent(s) would be contacted.

### 2.6. Removal of Privileges

Privileges in the nature of access to playground, cafeteria, library, extracurricular activities and/or bus transportation are removed under certain circumstances. The school administrator will notify the parent(s)/guardians when such removal of privileges occurs.

### 2.7. Detention of Student

Parent(s) will be informed if a student is detained at the school beyond regular school hours for inappropriate conduct.

## 2.8. Restitution

The student and/or parent(s)/guardians are required to compensate for damages incurred. Such restitution may be monetary in nature, but could take alternative forms such as community service.

## 2.9. Student Services

Student Services personnel may become involved and assist school personnel in the remediation of inappropriate student conduct. Such involvement may include a level of counseling for the student which is beyond the school capabilities. Such involvement is sought in cases of inappropriate student conduct, extreme absenteeism or lateness. In all cases, parental permission is sought.

## 2.10. Behavioural/Performance Contract

In some instances, the student is required to meet specific behavioural standards in order to avoid more severe levels of consequence. Such expectations are developed between the school, the parent(s)/guardians and the student. Outcomes are clarified in order to meet agreed upon behaviour standards. Such an agreement is documented, with copies provided for all concerned parties.

## 3. Student Suspension

- 3.1. The principal or vice-principal of any school may suspend, for a period not exceeding one week, any pupil who persists in conduct which is deemed injurious to the welfare of the school.
- 3.2. The Superintendent has authority and power to suspend for a period not exceeding 6 weeks, a pupil who persists in conduct that is deemed injurious to the welfare of the school.
- 3.3. In all cases of suspension by a Principal or Superintendent, the suspending officer shall within 24 hours report in writing the suspension, and shall in said report, set out the names of the pupils, the period of suspension and the acts or conduct for which said pupil was suspended. The Superintendent shall report each case to the Chair of the Board.
- 3.4. The suspending officer shall immediately notify the parent or guardian of the suspension stating the cause and period of suspension.

## 4. Student Expulsion

- 4.1. The board has the authority to expel any student based on the recommendation of the Superintendent.
- 4.2. Students may be expelled for:
  - Conduct that threatens or is injurious to the welfare of the student, staff or visitors of a school.
  - Being in possession of a dangerous weapon.
  - Being involved in unlawful gang activities
  - Being in possession of or being under the influence of an illicit drug, use of any product or alcohol.

- The inappropriate use of technology to gain access to or damage to the division's computer network or equipment.

## 5. Law Enforcement Involvement

In some circumstances, student behaviour may involve violation of the law (e.g. drugs, theft or assault). In such cases, where school division property is damaged, an assault is made or a threat is made against any Hanover School Division personnel or student on school property or at school functions, the police will be contacted by the school administration (or designate) and Hanover School Division will proceed with the laying of charges.

Parents/guardians are informed immediately of any such action. Other circumstances may result in a referral to Child & Family Services workers.

## 6. Appeal Process for Disciplinary Decisions / Dispute Resolution Procedures

- 6.1. A student and his/her parent(s) or guardian(s) should appeal directly to the teacher who made the disciplinary decision in dispute.
- 6.2. In the event that the issue is not resolved at this level, an appeal may be made to the school principal.
- 6.3. In the event that the issue is not resolved at the school level, an appeal may be made to the superintendent.
- 6.4. Only after "all normal dispute resolution procedures or formal channels have been exhausted" may students or parents exercise their right to appeal to the Hanover School Division Board of Trustees.

## 7. Appeal to the Hanover School Division Board of Trustees

If a parent/guardian, or a student over the age of 18, wishes to appeal the decision to the Board, the following appeal process shall be forwarded:

- 7.1. All normal dispute resolution procedures or formal channels must first have been exhausted.
- 7.2. A written request outlining the specifics of the appeal must be given to the Superintendent, twenty-four (24) hours prior to a scheduled Board meeting.
- 7.3. If requesting to appear in person, the presentation would occur before the start of the Committee of the Whole In-Camera Meeting.
- 7.4. One spokesperson shall be identified as the person presenting.
- 7.5. The maximum time allotted per presentation is 10 minutes.
- 7.6. No decision will be made at the meeting where the presentation occurs. It will be carried forward to the next official meeting.

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Related Forms:	