



Policy: Student Discipline

Policy Number: JFA

Policy Type: Students

Policy

Hanover School Division is committed to a whole-school approach to safety and belonging to meet the needs of all students in all environments. A positive school climate is achieved when the actions of the school allow individuals to feel accepted, valued, and safe. Respectful and reciprocal relationships between students, parents, and community lay the foundation for the whole-school approach to be successful. 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.

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 misbehaviour
- 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.

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

- Verbal or physical aggression
- 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 Principal talks with the student to reach an agreement regarding the student's behaviour. The parent(s)/guardians may be contacted in 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)/guardian(s) will be contacted.

2.3. Parental Involvement

Contact is made with the parent(s)/guardian(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)/guardian(s), student and school personnel.

2.4. Formal Interview

A conference is held with the student, the teacher, the Principal and/or guidance counselor and the parent(s)/guardian(s) 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)/guardian(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 Principal will notify the parent(s)/guardian(s) when such removal of privileges occurs.

2.7. Restitution

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

2.8. 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.

2.9. 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)/guardian(s) 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.

2.10. Informal Removal/Sent Home Early

A student may be sent home during the day due to behavioural disruptions for the purpose of a “reset” . If a student’s day is shortened, such informal removals are documented. The parent(s)/guardian(s) will be contacted to inform them and to ensure a safe departure.

In any situation where a student is detained at the school beyond regular hours related to inappropriate conduct, parent(s)/guardian(s) will be informed.

3. Student Suspension

In-school suspensions (ISS): When a student is removed from classes or school activities for more than half a day for disciplinary purposes but remains under the supervision of the school.

Out-of-School-Suspensions (OSS): When a student is barred from attending school, being on school property, or attending school activities for a defined period of time whereas they would otherwise attend.

- 3.1. The Principal of any school may suspend, for a period not exceeding 5 days, any student 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. Educational programming will be arranged for students who are suspended for more than 5 days.
- 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 students, the period of suspension and a description of the behaviour for which the suspension occurred. The Superintendent shall report each case to the Chair of the Board.
- 3.4. The Principal or Superintendent shall immediately notify the parent or guardian of the suspension stating the cause and period of suspension.
- 3.5. A re-entry meeting involving the student, parent(s)/guardian(s), and appropriate school team members will occur prior to the student’s return to school. The attendance of a parent/guardian at the re-entry meeting or completion of schoolwork will not deter the return of the student. Documentation will be required by the division to show the school obtained consent or concerns were addressed with the parent.

HSD will not use suspension as a response to student presence and engagement, and the duration of suspension will not incrementally increase based on the number of suspensions a student has previously received.

4. Student Expulsion

The board has the authority to expel any student based on the recommendation of the Superintendent.

4.1. Students may be expelled based on, but not limited to, the following list:

- 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.

4.2 Schools will offer and arrange educational programming for any student expelled under the age of 18.

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 may proceed with the laying of charges.

Parent(s)/guardian(s) 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 by Thursday at noon of the week 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 where the decision to uphold the disciplinary decision or grant re-entry will be determined.

Date Policy Created	July 22, 2010
Date of last Review:	June 27, 2024
Reference(s):	MEECL, Safe and Caring Schools: A Policy Directive Enhancing Proactive Supports to Minimize the Use of Suspension MEECL, Safe and Caring Schools: Companion Guide for Safe and Caring Schools Policy EG - Use of Seclusion Rooms Administration Procedure SA-51 - Student Discipline and Suspension
Related Forms:	