



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: STUDENT CONDUCT

CODE: 5142 Student Discipline

Reference Matrix	
Education Act (1995)	Sections 85, 87, 108, 109, 150, 151, 175
Other Related Acts	<i>Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)</i>
Holy Family Related Procedures	OP 5141 Student Conduct
Holy Family Related Manuals	School Handbook
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Reviewed	November 27, 2015

Background:

The Board supports school personnel in their efforts to provide an educational climate within the school that will enable students to learn and study free from unnecessary distractions.

Procedures:

1. The Principal, together with the staff, shall develop clear expectations related to student conduct and discipline, including but not restricted to:
 - 1.1. The Student Code of Conduct developed together with the School Community Council. The Student Code of Conduct may include provisions related to:
 - 1.1.1. Conduct;
 - 1.1.2. Respect for staff and other students;
 - 1.1.3. Dress;
 - 1.1.4. Care of school property.

- 1.2. Consequences for students not abiding by the Student Code of Conduct. Consequences should reflect best practices and the active engagement of the student.
- 1.3. Holy Family Vision, Mission and Guiding Principles are expected to guide relationships and set the standard for student conduct.
2. The Principal and staff shall track incidents involving inappropriate student behavior and inform parents in a timely manner. Principals and staff will instruct students regarding clear expectations related to student conduct and discipline. Incident Forms can be used to help track and communicate inappropriate behaviors:
[OP 5142 Appendix 1 Elementary Years Incident Report](#) or
[OP 5142 Appendix 2 Middle Years Incident Report](#).
3. General Principles:
 - 3.1. Discipline must be structured and modified to fit the individual case.
 - 3.2. Discipline must be administered with respect for the dignity of the student.
 - 3.3. Whatever discipline is chosen, it should be carefully planned to lead to self-discipline and self-control by the individual.
 - 3.4. All staff shall administer or cause to be administered such disciplinary measures as would be exercised by a kind, firm, and judicious parent.
 - 3.5. Every student is accountable to the teacher and other authorized personnel for his conduct on the school premises during school hours, as well as during such hours as the teacher is in charge, while engaged in authorized school activities conducted during out-of-school hours.
 - 3.6. Every student is accountable to the Principal, the teacher or other authorized personnel for his general deportment at any time that he/she is under the supervision of the school, including the time spent in traveling between the school and his/her place of residence.
4. Suspension: (As per The Education Act, 1995; Section 154)
 - 4.1. A Principal may suspend a student from school for not more than three school days at a time for overt opposition to authority or serious misconduct; and
 - 4.2. Upon consultation with Director of Education, or designate, a Principal may suspend a student for a period not exceeding 10 school days where the Principal receives information alleging, and is satisfied, that the student has:
 - 4.2.1. Persistently displayed overt opposition to authority
 - 4.2.2. Refused to conform to the rules of the school

- 4.2.3. Been irregular in attendance
- 4.2.4. Habitually neglected his or her duties
- 4.2.5. Willfully destroyed school property
- 4.2.6. Used profane or improper language
- 4.2.7. Engaged in any other type of gross misconduct

4.3. Where the Principals suspends a student pursuant to 4.1 or 4.2, he or she shall immediately report the circumstances of the suspension and the action taken to the parent(s)/guardian(s) of that student and provide the parent(s)/guardian(s) with a written suspension letter [OP 5142 Appendix 3 Sample Suspension Letter](#).

4.4. When a student is suspended, the Principal shall provide a copy of the suspension letter to the Superintendent of School Operations.

4.5. When a student is suspended, upon return there will be a meeting scheduled with the student, Principal, appropriate staff and parent(s)/guardian(s) as necessary to discuss the student's re-entry to school;

4.5.1. This meeting will serve as an opportunity to present or co-construct a written plan outlining supports in an effort to improve the student's conduct.

5. Expulsion

5.1. The Board of Education may decide to exclude a student from attendance at any or all schools in the school division for a period greater than one year where, in the opinion of the board, it is appropriate to do so based on:

5.1.1. an investigation conducted regarding a student suspension that has been presented to the board; or

5.1.2. the unanimous report of a committee that the board has authorized the director or designate to:

5.1.2.1. conduct an investigation pursuant to the suspension and;

5.1.2.2. make a decision to expel the student if the committee is satisfied, based on the investigation, that the student has acted in a manner that warrants expulsion

5.2. A student who has been expelled, or his or her parent(s)/guardian(s), may, after the expiration of one year, request a review and reconsideration by the board of education of the status of the student.

5.2.1. On a review or reconsideration pursuant to subsection 5.2, the board of education may, in its discretion, rescind the resolution expelling that student and admit him or her to a school under any conditions that it may see fit to prescribe in the circumstances.

6. Physical restraint of a student may be used, but only as a last resort and only when reasonable attempts to de-escalate the situation have been exhausted. Physical restraint will be applied:
 - 6.1. To protect individuals from assault and/or injury;
 - 6.2. To obtain possession of a weapon;
 - 6.3. To prevent damage to property;
 - 6.4. Other situations that may arise as discretion warrants;
7. Physical restraint will be exercised only when necessary, and where possible and when practical, by a staff member who has had related training. Whether trained or not, staff are expected to exercise common sense and caution so as to not inflict injury on the student, or cause self-injury. Staff will be encouraged, with school division support, to access related training programs as they become available.