

DISCIPLINE

Background

The disciplining of students is a process of training and a system of rules aimed at producing self-control and orderly conduct. The Division further believes that:

- Discipline is to provide the opportunity for positive results and student growth.
- Discipline is to have a positive and respectful purpose.
- Discipline is a continuous process which emphasizes teaching students appropriate behavior and self-control.
- Students deserve an atmosphere conducive to learning.
- People perform better when there are clear expectations.

The Division encourages its staff to determine the cause of misbehavior and try to rectify it through various means, including consultation with other staff members, parents and/or students. When disciplinary action is required, the Principal shall administer or cause to be administered such disciplinary measures as may be necessary and as would be exercised by a kind, firm and judicious parent.

The Principal of the school is authorized to administer or cause to be administered such discipline as is permitted by legislation, Board policy and administrative procedures. The use of corporal punishment for controlling student behavior is not allowed. When student misbehavior becomes repetitive and/or exceeds normal acceptable limits, the Principal may suspend students in accordance with this administrative procedure.

Procedures

1. Exclusion from Instruction by Teacher

- 1.1 The teacher shall immediately report orally to the Principal the reason(s) for the student's exclusion from instruction and prior to leaving the school that day shall hand in a written report to the Principal.
- 1.2 One (1) copy of the teacher's report referred to in number 1 is to be filed in the school and one copy sent to the parent or guardian as soon as practical. The parent shall have an opportunity to meet with the teacher and/or Principal to discuss the problem.
- 1.3 The Principal, where they deem it advisable, shall convene a meeting with the student and teacher to discuss the conflicts.

- 1.4 Section 231 of the Education Act authorizes the teacher to exclude a student suspected to be suffering from, or convalescent from, or in contact with, a communicable disease.
- 1.5 A teacher excluding a student on the basis of Section 231 shall report to the Principal who must promptly notify the Medical Officer of Health and the parent or guardian of the action and the reason for it.
- 1.6 On advice from the Medical Officer of Health, the Principal may exclude the child from school until the certificate mentioned in Section 231 is presented to the Principal.

2. Detention

- 2.1 The Division supports the use of detention as a disciplinary method provided the following are in place:
 - 2.1.1 The results are to be educative in nature.
 - 2.1.2 Detainment outside of regular school hours is communicated to the parent/guardian.
 - 2.1.3 A reasonable amount of time must be served.
 - 2.1.4 The safety of the student shall be a prime consideration.
 - 2.1.5 The Principal or teacher will provide supervision.

3. Suspension by the Principal

School suspensions are to be imposed, when necessary, by the Principal within the parameters allowed by the Education Act.

- 3.1 Suspension – by Principal – up to and including three (3) days
 - 3.1.1 The Principal shall immediately report the circumstances and action taken to the parent or guardian, by telephone if possible (and if not, by letter), and the telephone conversation must be confirmed by letter as soon as can be arranged.
 - 3.1.2 The parent/guardian shall be given an opportunity to meet with the Principal/teacher to discuss the problem.
 - 3.1.3 The Principal shall inform the student of the reason for his or her suspension.
 - 3.1.4 The Principal shall notify the Director or designate in writing as soon as possible.
- 3.2 Suspension - by Principal – greater than three (3) days but not exceeding ten (10) days
 - 3.2.1 The Principal shall immediately report the circumstances and action taken to the parent or guardian, by telephone if possible (and if not, by letter), and the telephone conversation must be confirmed by letter as soon as can be arranged.

- 3.2.2 The parent/guardian shall be given an opportunity to meet with the Principal/teacher to discuss the problem.
- 3.2.3 The Principal shall notify the Director or designate in writing as soon as possible.
- 3.2.4 The Principal shall inform the student of the reason(s) for his or her suspension.
- 3.2.5 Suspensions will be reviewed according to Board Policy 13.

Reference: Section 148, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 175, 231
Education Act
Board Policy 13 – Appeals and Hearings Regarding Student Matter

Approved: October 3, 2025