

Administrative Procedure 350

STUDENT CONDUCT

Background

The Division promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behaviours to foster a welcoming, caring, respectful and safe learning environment and enhance student achievement.

Procedures

1. Each Principal is required to establish, maintain and review regularly a set of expectations for student behaviour, hereby referred to as a code of student conduct.
2. As part of this process, each Principal will:
 - 2.1 Consult with School Council, parents, staff and students (where appropriate) to prepare a code of student conduct and supporting disciplinary procedures for the school which are consistent with the Education Act, Board Policy and Administrative Procedures;
 - 2.2 Ensure that expectations for student behaviour are reasonably and clearly stated;
 - 2.3 Submit the code of conduct and supporting disciplinary procedures to the Superintendent/designate for approval;
 - 2.4 Communicate to the school community the code of conduct approved by the Superintendent/designate;
 - 2.5 Conduct an annual review of the school's code of conduct and supporting disciplinary procedures and communicate any revisions to the Superintendent/designate;
 - 2.6 Keep accurate documentation of all descriptions of efforts to resolve specific discipline problems;
 - 2.7 Use the resources available at the school to provide reasonable assistance to students and parents in their efforts to resolve issues;
 - 2.8 Provide parents with written information at appropriate stages of the discipline process; and
 - 2.9 Provide the Superintendent/designate with copies of all correspondence concerning student suspension and/or probation.
3. Student discipline is to be fairly and consistently applied and is to be based upon logical and realistic consequences of misbehaviour.
4. Certificated staff must keep a detailed log of student discipline, concerns and parental contacts pertaining to a student's conduct at school in the Student Information System (PowerSchool).

5. Teachers and Principals are to share a student's conduct concerns and corrective measures with the student's parents regularly and in a timely fashion.
6. School-based staff are to work with parents and the Division or outside partners, when appropriate, to help students maintain appropriate behaviour.
7. While teachers may use reasonable corrective force to remove students from classrooms, the use of corporal punishment by teachers is not permitted. Use of reasonable corrective force means to:
 - 7.1 Restrain a student from committing a violent or destructive act that could harm the student or others.
 - 7.2 Move to an appropriate location, a student whose behaviour is disruptive or destructive and who resists other efforts to achieve his/her relocation and/or,
 - 7.3 Minimize possible harm to the student, by others or self, thus protecting the student.
8. The code of student conduct, the supporting disciplinary procedures established for each school and Administrative Procedure 355 – Student Probation, Suspension and Expulsion will indicate how the concepts of probation and/or suspension will be applied in an escalation of responses to student misbehaviour.
9. Parents who choose to send their child/children to Division schools have the right to be informed about and involved in solving problems exhibited by their child/children. They also bear responsibilities concerning student discipline, including the necessity to:
 - 9.1 Co-operate with school officials in attempts to resolve discipline problems;
 - 9.2 Inform school officials as early as possible about external factors which they believe may influence student behaviour at school; and
 - 9.3 Communicate to school officials any initiatives they have undertaken outside the school to address the student's behaviour problem.
10. The Division reserves the right to specify, at any future time, other rules applicable to students in all Division schools.
11. The Division considers the following specific misbehaviours to be grounds for possible probation, suspension or expulsion:
 - 11.1 Conduct injurious to the physical or mental well-being of others in the school;
 - 11.2 Wilful damage to public property;
 - 11.3 Possession of prohibited items (weapons) and/or prohibited substances (alcoholic beverages, tobacco products, and/or other narcotics or drugs) on school property or at school-sponsored functions;
 - 11.4 Being under the influence of alcohol, narcotics or drugs while on school property or at school-sponsored functions;
 - 11.5 Use of profane or improper language;
 - 11.6 Bullying.

12. Students and parents are to be made aware of appeal procedures following significant decisions made concerning student misbehaviour. (Refer to Administrative Procedure 390 – Student Appeals and Board Policy 13 – Appeals and Hearings Regarding Student Matters.)

Reference: Section 8, 11, 31, 32, 33, 35.1, 36, 37, 52, 53, 196, 197, 222, 257 Education Act
Occupational Health and Safety Act
Prevention of Youth Tobacco Use Act
Smoke-free Places Act
Board Policy 13 – Appeals and Hearings Regarding Student Matters
Administrative Procedure 355 – Student Probation, Suspension and Expulsion
Administrative Procedure 390 – Student Appeals