

## **Title: Discipline Policy**

### **Policy Statement:**

*The School Act grants Boards and designated Board employees the authority of withdrawing a student's privilege of attending a class, school, school activity or riding the bus for failure to comply with the rules established by the Board or school.*

*The Board accepts the use of student suspensions as a disciplinary measure designed to encourage students to demonstrate self-discipline and appropriate behavior. The Board accepts the use of expulsion where the continued presence of a student in a school will seriously affect the safety of staff or students or the quality of the learning environment.*

**Approved: M. Lynn Gullackson**  
(Chair of the Board)

**May 2016**  
(Date)

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**To Be Reviewed: May 2020**

**Review and Amendment Date(s): April 25, 2018**

**Stakeholders Consulted (Date): April 17, 2018**

### **Reference to Documents:**

Private Schools Regulation, Sections 19 and 21:  
School Act Section 12, 24  
Sexual Harassment Policy, Section F.3.  
General School Regulations, Principles

### **Principles:**

*Trinity Christian promotes a safe, secure, welcoming, respectful, caring and Christian school learning environment. Students who do not comply with Section 12 of the School Act, or whose conduct is injurious to the physical or mental wellbeing of others in the school, may negatively affect the school's learning environment. This policy outlines the rules regarding discipline, suspension and expulsion for Trinity Christian School Association.*

### **Definitions:**

**Suspension** is the temporary removal of a student's right to attend one or more class periods, courses, education programs, school activities, or riding the bus

**Detention** is a disciplinary action whereby a student is detained in the classroom before or after school, or during recess, for a period determined by the teacher or Principal.

**Expulsion** means any disciplinary action imposed by the Principal, as provided in policy, whereby a student is not permitted to attend school within the Association and is ineligible for readmission until the action is rescinded by the Principal.

**Principal** means a principal as defined in the School Act, a superintendent or designee in respect to fulfilling obligations under section 113 of the School Act.

**Teacher** means an individual who is required to hold a certificate of qualification as a teacher and who is responsible for the provision of instruction or supervision under section 18 of the School Act, or an individual whose qualifications are approved by the Minister and is employed to teach under section 28(2)(b)(iii) of the School Act.

**Law Enforcement** refers to agencies responsible for maintaining public order and enforcing the law, particularly the activities of prevention, detection, and investigation of crime and the apprehension of criminals.

### **Acceptable Behavior:**

Behavior that supports trust, respect, honesty, civility, free inquiry, creativity, and an open exchange of ideas is encouraged. Individual rights are best protected by a commitment to mutual respect amongst students and staff.

Students will:

- be diligent in pursuing the student's studies;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the board to provide education programs and other services;
- comply with the rules of the school;
- account to the student's teachers for the student's conduct;
- respect the rights of others;
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- refrain from, report and not tolerate bullying or bullying behaviour, whether or not it occurs within the school building, during the school day or by electronic means; and

positively contribute to the student's school and community.

### **Unacceptable Behavior:**

Behaviour that does not comply with Section 12 of the School Act, or conduct that is injurious to the physical or mental wellbeing of others in the school, whether or not the behaviour occurs within the school building, during the school day or by electronic means is unacceptable.

### **A. In-school Student Suspension and Expulsion**

1. A teacher may exclude a student for the duration of a class period.
2. The Principal may suspend a student from one or more class periods, courses, or school programs, from school, or from riding in a school bus.
3. If a Principal believes that the continued presence of a student will be detrimental to the operation of the school, the Principal shall initiate a recommendation for expulsion.

4. Suspension shall be for a period not exceeding five days for failure to comply with Section 24 of the School Act or if the student's conduct is injurious to the physical or mental wellbeing of others in the school.
5. Suspensions should be used as noted in section *B. Disciplinary Procedures and Range of Consequences*. Immediate suspension may occur on a first misbehavior if circumstances warrant this action.
6. When a student is suspended, the Principal shall:
  - a. provide the student an opportunity to offer, whenever possible prior to the suspension, an explanation in defense or mitigation;
  - b. inform the student of the reasons for the suspension;
  - c. immediately inform the student's parent(s) by telephone if possible, followed by a letter signed by the principal or designate which shall contain all the circumstances including the grounds and the duration of the suspension;
  - d. provide an opportunity for the student's parent(s) to have a conference with the principal as soon as can be arranged after notification of the suspension.
7. If a student is not to be reinstated within five school days from the date of suspension, the procedure for expulsion shall apply.
8. If a student is not to be reinstated within five school days from the date of suspension, the Principal shall immediately:
  - a. inform the parent(s) and the student, in writing, of the recommendation for expulsion and that the suspension shall remain in effect until the expulsion recommendation is heard; and
  - b. report in writing to the Principal all information related to the recommendation for expulsion including both the extent and duration of the expulsion and, if required, a recommendation for any alternative placement.
9. The Principal shall inform the student and the student's parent(s), in writing:
  - a. when and where the recommendation for expulsion will be considered; and
  - b. that they have a right to be in attendance, to be heard, to provide written information, and to be represented by counsel or an advocate at that time.
  - c. and of the Background and Suspension Guidelines listed in - *B. Disciplinary Procedures and Range of Consequences*

### **B. In-school Disciplinary Procedures and Range of Consequences**

1. The following range of consequences is intended to be used to help teach students the importance of their responsibilities and to ensure and protect their rights. Consequences will take into account a student's age and maturity, as well as individual circumstances:
  - a. Informal discussion with the student
  - b. Formal interview with the student
  - c. Referral to guidance counselling
  - d. Parental involvement
  - e. Detention
  - f. In school suspension
  - g. Denial of privileges
  - h. Behavior/performance contract
  - i. Out of school suspension

- j. Expulsion
  - k. Referral to Law Enforcement
2. Steps a to e may be enacted by a classroom teacher, for steps f to k the Principal must be involved.
  3. TCS will provide support to students who are impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour.

### **C. Homeschooling Students Discipline Policy**

1. Disciplinary measures and procedures for homeschooling students outside of Association sanctioned events are the sole responsibility of the parent or guardian overseeing the student's instruction.
2. As per section **F. 3** of the Sexual Harassment policy, any home education student who engages in harassment, sexual or otherwise, at an Association-sponsored event, will be subject to the disciplinary procedures outlined in section **D.** of this policy.

### **D. Disciplinary Procedures**

#### **1. Disruptive Behavior**

- a. Leaving the classroom without permission
- b. Running and/or making excessive noise
- c. Initiating or participating in physical activity that disrupts
- d. Loitering
- e. Behaviour that disrupts instruction
- f. Habitual tardiness

#### **Intervention**

- a,b,d
- a,d
- a,c,i
- a,d
- a,b,c,i
- a,d,e

#### **2. More Extreme Behavior**

- a. Refusing to comply with staff instructions or authority
- b. Open opposition to authority
- c. Rude, belittling or disrespectful behavior
- d. Bullying
- e. Failure to attend without a valid reason or parental permission
- f. Offensive language or gestures unsuitable to a school climate
- g. Demonstrating aggressive, hostile or threatening language
- h. Arson
- i. Bomb threat
- j. Verbal assault/aggression
- k. Sexual assault/aggression/harassment
- l. Cheating (automatic 0)
- m. Fighting mutual
- n. Intent to Injure
- o. Illegal activity, Young Offenders Act
- p. Obscenity (acts/gestures/clothing/materials)
- q. Robbery/Burglary
- r. Vandalism
- s. Weapons possession with intent to use

#### **Intervention**

- b,c,d,i,j
- b,c,d,i,j
- b,c,d,i,j
- a to k
- d,e,i,j
- a to i
- c,d,h,j,k
- d,h,i,j,k
- i,j,k
- c,d,e,h,j,k
- h,i,j,k
- a,b,d,h
- b,e,j,k
- d,f,j,k
- k
- a to f,h
- d,h,i,j,k
- d,g,h,i,j,k
- d,h,i,j,k