

## Discipline Policy (September 2022)

Developed in consultation with the Independent School Act, Federation of Independent School Association, the Ministry of Education and adapted in parts from the North Vancouver School District.

### Policy

It is important to understand that the school code of conduct is a guiding document for all those who work and learn at the school. At the school, we believe that all people have the right to learn in a safe, caring and orderly environment. Our expectations are that students and staff will maintain a positive attitude that is cooperative, courteous and respectful.

### ***Behaviour Expectations***

Behaviour expectations in the School Code of Conduct applies to acceptable and unacceptable behavior while at school, attending school related activities (both on and off the school grounds) or in any other circumstances where engaging in the activity will have an impact on the school environment.

Expectations of students will increase as they mature. All people have a responsibility to respect the rights and dignity of others and to become actively involved in their own academic learning and social growth within a safe and caring school environment.

### ***Safe and Caring Schools***

Schools need to be a place that is safe and caring for all those who attend. As such, safe and caring schools are free from acts

- Bullying (including cyber-bullying)
- Harassment, threat, intimidation and marginalization
- Violence in any form
- Abuse in any form (verbal, physical, sexual)
- Intolerance and discrimination in any form, i.e. based on an individual or group's race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age.
- Retribution against a person who has reported incidents

All people are expected to adhere to the School's Code of Conduct. A violation of these rules, in conjunction with classroom rules will be subject to discipline review.

### ***Discipline***

Discipline can take many forms, but will be in relation to the violation of the act, the frequency of the action, and the age and maturity level of the student and be enacted within a progressive approach. Discipline may include a verbal warning, a written warning, a discussion with the principal, a discussion with the parents, detention, restorative assignment, written reprimand of the action to the parents, in-school suspension, community service, out-of-school suspension, or expulsion.

### **Progressive and Restorative Approaches**

The School will enact discipline with the understanding of progressive discipline and restorative justice. Discipline is enacted as a means to prevent further such actions that are counter to the Code of Conduct.

The School's responses to Code of Conduct violations will be rational, consistent, and fair. Disciplinary action, whenever possible, will be preventative and restorative, rather than merely punitive. The administration will take into account factors such as the severity and frequency of the offence(s), as well as the age, maturity, and ability of the student in question. In most cases, as students mature, there is the expectation of increased responsibility and self-discipline; therefore, progressively increasing consequences for inappropriate behaviour may apply. Considering these background factors, consequences may include, but may not be limited to, verbal warning, parental contact, restorative actions, written learning packages, detention, in-school suspension, community service, or out-of-school suspension. Contraventions of the Criminal Code (such as involvement with drugs and alcohol, violence, threats of violence, possession of a weapon or replica, vandalism, theft, causing a false emergency alarm etc.), as well as violations of the BC Human Rights Code, may involve suspension, and, if applicable, a Re-Entry Plan. In addition, these cases usually require the involvement of the police.

### **Suspension**

Sections 26 and 85 (2) of the School Act give the Board, a principal, vice-principal or director of instruction of a school the authority to suspend a student from attendance at a school in certain circumstances. For example, the School Act authorizes the principal or vice-principal of any school to suspend a student whose conduct has been judged to be in serious conflict with a safe and caring learning environment, the school's Code of Conduct, or when the school's progressive interventions have failed to correct inappropriate behaviour.

### **Guidelines for Suspensions**

A student is subject to the disciplinary authority of a principal throughout the school day, while at the school, on the way to and from school, and at school-sponsored activities both at the school or elsewhere, or in any other circumstances where engaging in an activity negatively affects the teaching and learning environment or reputation of the school, or the learning or welfare of one or more students and staff.

A principal or vice-principal may suspend a student for a period not to exceed five (5) days without prior consultation with the Administrative Board.

When such suspension occurs, the principal or vice-principal, in accordance with due process, shall:

- Report the circumstances in a timely manner, in person or by telephone, to the parent or guardian
- Confirm the telephone or personal contact in writing. A copy of the written correspondence will be kept on file in the school.

- Consult with the student, appropriate district or outside agency personnel as necessary, and review the matter with the parent or guardian with the purpose of resolving the problem and preventing future infractions.
- Provide for the continuance of an educational program for any student under the age of 16 years while under suspension.
- Advise the student and parent of the expectations that the school has for the student upon re-admission to the school. These expectations may take the form of a Re-Entry Plan.
- The purpose of the Re-Entry Plan is to provide a relevant educational experience encouraging responsibility and accountability for one's actions.
- Re-admit the student at or prior to the expiration of the period of suspension, or arrange admission to another school, if the principal considers such action appropriate.

The School holds the right to modify and alter this policy as per the needs of the organization