

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Student Discipline

Procedure Type:	School Operations	Implementation Date:	NOV 10, 2010
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AP Owner:	Director of Education	Last Review Date:	DEC 10, 2025
Legal Reference(s):	<i>The Education Act, 1995, s. 150, 151, 152, 153, 154, 155, 157, 175</i>		

Background

Discipline is part of the teaching-learning process. While it is recognized that students must be accountable for their behaviour, every effort must be made to teach appropriate behaviour to students. Living Sky School Division (LSKYSD) believes that community members, parents and/or guardians, staff and students must work together to ensure that schools can provide positive, orderly, safe, and nurturing environments.

LSKYSD is committed to being fair and just, and interventions on behalf of students will reflect the dignity of the individual and will focus on the ability to correct undesirable behaviour while providing opportunities for positive growth and forgiveness.

Scope

This procedure pertains to all schools within Living Sky School Division.

Definitions

Suspension refers to a period of time, determined by the principal, where the student is not permitted to attend classes. Unless otherwise stated, the student is also not permitted to be on school grounds during this period of time.

Expulsion is when a student is removed from school for an indefinite period of time.

Procedures

General Discipline

1. Discipline is to stress corrective rather than punitive means.
2. Principals and staff are to try to determine the cause of misbehaviour and stress rectifying this cause through a variety of techniques. Where safety of others is not considered a risk, the procedures below are to be followed when a student conducts themselves inappropriately.
 - a. The teacher is to assist the student in identifying the behaviour problem, its causes and appropriate alternative behaviours.
 - b. The teacher is to discuss the student's behaviour with the principal in an attempt to generate alternative behaviour management strategies.
 - c. The teacher and/or principal is to discuss the student's behaviour with the parent(s) or guardian(s).
 - d. A consistent effort is to be made to change inappropriate behaviour through various techniques.
 - e. If measures taken do not result in appropriate student behaviour, the principal is to consult with the director of education or designate to plan for further remedial action.
 - f. The goal of all behaviour management techniques used by staff is to provide a positive school climate in which the education and well-being of students are foremost considerations.



3. Where the safety of others is at risk, temporary restraining force may be used. It must not exceed what is reasonable. Corporal punishment is not permitted.

Detention

4. Detention, if used, is to be applied judiciously.
5. Bus students are not to be detained after school hours unless suitable transportation arrangements have been made with the parent(s) or guardian(s).

Suspension

6. All suspensions must comply with Section 154 of *The Education Act, 1995* and follow the Division *Suspension Protocol*.
7. Intervention strategies should be considered in situations that result in student suspension. These strategies, such as counselling services, may be used to support the student's transition back to school following the suspension.
8. All suspensions must be documented. If the suspension is between one to three days, a letter must be sent to parents or guardians and kept at the school as a part of the student's record. If the suspension is between four and ten days, a letter must be sent to parents or guardians, as well as a copy to the director of education and kept at the school as a part of the student's record.
9. The Board of Education authorizes the director of education, or designate, to appoint a committee to investigate and make decisions concerning suspensions as provided by Section 154 of *The Education Act, 1995*.

Expulsion

10. Any expulsion from school must comply with Section 155 and any other relevant sections of *The Education Act, 1995*.

Related

4.17 *School Crisis Response*

4.25 *Violence & Threats in Schools*

4.44 *Use of Seclusion and Restraint*

Suspension Protocol (*internal*)

Safe Schools Handbook (*internal*)