

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: SCHOOL DISCIPLINE

PROCEDURE CODE:	632 AP 001
Policy Reference: 632 – School Discipline	Exhibits: 632 E 001 – Extra-Curricular Regulations 632 E 002 – Student Expulsion Checklist 632 E 003 – Sample Template of Letter of Suspension 632 E 004 – Sample Letter Setting Hearing

PROCEDURE

1. All schools in the Division shall adopt a Code of Conduct which:
 - 1.1. establishes school standards for behaviour.
 - 1.2. describes disciplinary procedures to be implemented when behaviour does not comply with these standards.
 - 1.3. involves parents in disciplinary procedures.
 - 1.4. handles issues in a timely manner.
2. The Division adopts the intent of Section 12 of the School Act and additional expectations as the foundation for standards of student conduct in the Division. At minimum, the Division expects that a student shall:
 - 2.1. Be diligent in pursuing their studies.
 - 2.2. Attend school regularly and punctually.
 - 2.3. Be a part of, and take advantage of, opportunities to make decisions about their own learning.
 - 2.4. Cooperate with everyone authorized by the Board to provide education programs and other services.
 - 2.5. Comply with the rules of the school and policies of the School Division.
 - 2.6. Account to their school staff and bus drivers for their conduct.
 - 2.7. Respect the rights and dignity of others.
 - 2.8. Contribute to the positive climate and accomplishments of their school.

- 2.9. Display good citizenship in the community and/or while representing the school.
- 2.10. Dress safely and appropriately for all school sponsored activities.
- 2.11. Provide input to the principal, school councils, and/or the Board when these opportunities are afforded.
- 2.12. Take responsibility for their own actions.
- 2.13. Conduct themselves so as to contribute to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 2.14. Refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.
- 3. The Division adopts the following principles regarding discipline measures in its schools and on school buses:
 - 3.1. Discipline measures should foster mutual respect, teach social responsibility and encourage the development of self-discipline on the part of the student.
 - 3.2. Appropriate student conduct will be established largely through the use of effective student management strategies and the development of a welcoming, caring, respectful and safe environment in classrooms, schools and on school buses.
 - 3.3. Preventive discipline measures are the most effective. Early action to resolve discipline concerns is desirable.
 - 3.4. Implementing and maintaining the student code of conduct within the classroom is the responsibility of the teacher and on the bus it is the responsibility of the bus driver.
 - 3.5. The use of school-based resource teams is recommended where appropriate.
 - 3.6. Involvement of Division resource personnel and community agencies is encouraged.
 - 3.7. Student behaviour that does not comply with the school code of conduct should be dealt with promptly.
 - 3.8. Disciplinary measures should be implemented in a fair manner. To ensure that disciplinary measures are fair, decisions regarding the use of specific disciplinary measures should take into account the nature of the behaviour, the effect of the behaviour upon others, previous conduct of the student, the age and individual needs of the student and other relevant factors.
 - 3.9. At junior and senior high school interschool functions, the use of consistent disciplinary measures by all Division staff is desirable.
- 4. MHPSD understands that there may be some students who fail to adopt appropriate conduct as outlined in #3 above, despite teacher use of effective management strategies. Further, there may be students who cause or threaten serious harm to persons or property. For these individuals, alternative discipline measures are required. Along with referral to the principal or designate, such measures may include but are not limited to:
 - 4.1. Referral of student and his/her parents to school and/or community support services



- where available,
- 4.2. Partial attendance, in-school suspension, alternative programming, transfer supported by the Superintendent, temporary home education, or individual behaviour support plan,
 - 4.3. Out-of-school suspension,
 - 4.4. Expulsion.
5. Corporal punishment shall not be used as a discipline measure in the Division.
 6. The use of both suspension and expulsion as disciplinary measures will prohibit students from participating in the student's home school regular education program. Therefore, the use of these methods should be limited to serious incidents of inappropriate student behaviour.
 7. Emergency safety interventions must only be used as a last resort, after all other interventions have been exhausted and the student being cared for presents an imminent danger to themselves and/or others and safety is not being maintained.
 - 7.1. Emergency safety interventions must only be applied by staff that has current training in a non-violent crisis intervention (SIVA or CPI), except where the safety of an individual is at risk. Once the student no longer appears to be a threat (self-regulated) the restraint is released.
 - 7.2. The use of emergency safety interventions must be documented in the student's behaviour support plan (BSP) or individual student plan (ISP), and written consent given from parent(s) and/or guardian(s).
 - 7.3. An Incident Report (I1) must be completed following the use of an emergency safety intervention. Accurate and comprehensive documentation must include events leading up to the use, staff/students involved and duration of the intervention. A copy of this form will be sent to the Secretary Treasurer's office and a copy will be kept at the school.
 - 7.4. If there are injuries, Section 3 of the Student (A1) or Staff/Adult Accident/Injury/Illness Report (A2) will also be filled out by the school. A copy of this form will be sent to the Secretary Treasurer's office and a copy will be kept at the school.
 - 7.5. Following all emergency safety restraints, the parent(s) and/or guardian(s) of the student must be provided details of the precipitating incident and the restraint.
 - 7.6. A staff debriefing will occur to discuss changes to the student's plan/programming that will support the student's self-regulation and this change is to be reflected in the student's behaviour support plan (BSP) or individual student plan (ISP).
 8. Parents play a vital role in developing student behaviour and conduct. It is the Division's expectation that parents shall:
 - 8.1. review the school's code of conduct with their child(ren),
 - 8.2. act as the primary guide and decision-maker with respect to the child's education,
 - 8.3. take an active role in the child's educational success, with number 2 above,
 - 8.4. ensure that the child attends school regularly,
 - 8.5. ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe



- learning environment,
- 8.6. cooperate and collaborate with school staff to support the delivery of specialized supports and services to the child,
 - 8.7. encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
 - 8.8. engage in the child's school community.
9. The Code of Conduct for a school shall be developed by the school principal or designate following input from school staff, school council and students (where appropriate).
 10. The Code of Conduct adopted by a school shall be consistent with the expectations of the School Act and Division Policy.
 11. The Code of Conduct shall apply:
 - 11.1. on school property at any time;
 - 11.2. during school hours;
 - 11.3. at any time and at any place during activities associated with the school, e.g. during extra and extra-curricular activities, bussing, or;
 - 11.4. at any time or place, provided school administration deems the behaviour or incident to be detrimental to the school or its students.
 12. Attendance
 - 12.1. The school principal or designate shall ensure that procedures are in place to monitor student attendance and to address matters of repeated tardiness, excessive absence, or truancy.
 - 12.2. Parents or guardians shall be notified by school staff should student attendance concerns become apparent.
 - 12.3. Severe cases of student absence shall be documented by school administrators and referred to the principals, Superintendent or designate.
 13. Suspensions
 - 13.1. Suspension by a teacher
 - 13.1.1. Where implementation of other classroom management strategies has failed to improve student behaviour, a teacher may suspend a student for up to one class period.
 - 13.1.2. A "Suspension by a Teacher" is the removal of a student from class by the teacher to an approved supervised location in the school for up to one class period. Brief exclusion from class in which the teacher retains full responsibility for supervision is not included.
 - 13.1.3. The purpose of suspension by a teacher is to provide the teacher with time to consult with the principal or designate and to consider an appropriate resolution to the situation.



13.1.4. Parents should be informed of the suspension by the teacher.

13.1.5. As described in the School Act, Section 24(4), the principal or designate may reinstate a student suspended by the teacher.

13.2. Suspension by a Principal or designate

13.2.1. An 'In-School Suspension' is the temporary removal of a student by the principal or designate from class to another learning center located in that school.

13.2.2. A 'Formal Suspension' is the relocation of the student from the school setting to the custody of the parent or guardian.

13.2.3. A 'School Bus Suspension' is the restriction by a school principal or designate of a student's privilege to ride on a school bus.

13.2.4. A principal or designate may suspend a student from one or more class periods, one or more course or school programs, school, or riding on a school bus, for up to five days.

13.2.5. A principal or designate may suspend a student where evidence indicates that, although alternative disciplinary measures have been implemented in an effort to correct student behaviour, inappropriate behaviour continues.

13.2.6. A principal or designate shall suspend a student in instances of extremely improper behaviour such as severe incidents of physical contact or assault and severe breaches of a school code of student conduct or Division policy. Notwithstanding the foregoing, the principal or designate, if there are appropriate mitigating circumstances in his/her opinion [may consider alternative forms of discipline].

13.2.7. Each in-school suspension or formal suspension of a student shall occur under the signature of the principal of the school where the student is enrolled, although the principal may delegate the implementation of such suspension.

13.2.8. When a student is suspended by the principal or designate, the principal or designate shall notify the parents and the student regarding the suspension and confirm it by letter outlining the circumstances of the suspension. A copy of the letter shall be sent to the Liaison Superintendent assigned to that school.

13.2.9. The principal must provide an opportunity to a student 16 years of age or older, or to the parents/guardians of a student, an opportunity to meet and discuss the reasonableness of the suspension.

13.2.10. When a suspended student is to be reinstated to school or regular classes, conditions for their reinstatement may be established by the principal or designate in consultation with a teacher, where this is appropriate in the opinion of the principal or designate.

13.2.11. When a student returns from suspension, efforts should be made to support their reinstatement into the learning environment.

14. Expulsion



- 14.1. When a student's behaviour is such that expulsion is to be recommended to the Board, the principal or designate shall, in writing, inform the parents and in the case of a student who is 16 years of age or older, the student, outlining the circumstances leading up to the recommendation. A copy of the letter shall be sent to the Superintendent of Schools for consideration by the Board.
- 14.2. An expulsion hearing shall be held in accordance with Section 25 of the School Act and Policy 618 – Appeals and Hearings Regarding Student Matters.

REFERENCES

[Policy 618 – Appeals and Hearings Regarding Student Matters](#)

Alberta Education – School Act

Approved: May 17, 2005

Revised: October 23, 2018

