



ADMINISTRATIVE PROCEDURE 350

STUDENT CONDUCT

Background

In order to provide a safe and caring school environment which is conducive to effective learning, the Division believes that students must demonstrate a respect for self, others and property, display a willingness to learn and complete a reasonable program of studies, and attend regularly. Further, the Division supports schools in their development and achievement of standards of conduct that will assist students in meeting these expectations.

Procedures

1. The objective of schools will be the provision of a safe and caring school environment where student behavior and conduct is characterized by intelligent and responsible self-control. Basic standards of student behavior and conduct are to be expected and achieved while students are involved in any school or school-sponsored activity.
 - 1.1 Students shall be responsible and accountable for their behavior and conduct:
 - 1.1.1 While involved in any school or school-sponsored activity;
 - 1.1.2 While on school property;
 - 1.1.3 While riding on a school bus;
 - 1.1.4 During any recess or lunch period on school property;
 - 1.1.5 While traveling to and from school; and
 - 1.1.6 Even when off school property and where there is no supervision by school personnel if, in the opinion of the Principal in consultation with the Superintendent, the conduct or behavior:
 - 1.1.6.1 Is injurious to the educational climate in the school or the physical or mental well-being of others in the school; or
 - 1.1.6.2 Diminishes the ability of any student to experience a safe and caring environment that fosters and maintains respectful and responsible behaviors.

The requirement for students to be responsible and accountable as set out above does not give rise either expressly or by implication to any obligation on the part of school personnel to supervise students except as

may be required by the administrative procedure respecting student supervision.

- 1.2 A student shall conduct himself/herself in a manner that complies with the following code of behavior and conduct.

A student shall:

- 1.2.1 Be diligent in pursuing his/her studies;
- 1.2.2 Attend the school regularly and punctually;
- 1.2.3 Co-operate fully with everyone authorized by the Division to provide education programs and other services;
- 1.2.4 Comply with the rules of the school;
- 1.2.5 Account to his/her teachers for his/her conduct; and
- 1.2.6 Respect the rights of others.

In addition the student shall show respect for:

- 1.2.7 School authority;
- 1.2.8 Others and their property;
- 1.2.9 Ethnic, racial, religious, physical, mental and gender differences;
- 1.2.10 School property, textbooks and equipment; and
- 1.2.11 Division policies and procedures relating to smoking, alcohol, drugs and solvents used for the purpose of inhaling.

- 1.3 Written expectations for acceptable student behavior and conduct shall be developed by each school in consultation with the school community and the School Council to ensure that the school's expectations of student behavior and conduct are reflective of Board policy, administrative procedures and community values. The written expectations for acceptable student behavior and conduct shall be made available to staff, parents and students annually and shall be incorporated into the School Policy Handbook.

2. The Division supports the endeavors of staff, students, parents and the community to ensure appropriate and acceptable student behavior and conduct. In addition the Division expects parents and students to recognize their responsibility in developing student self discipline.
3. Students at all levels shall be informed of their rights and responsibilities in a way that is appropriate to the age and maturity of students.

- 3.1 Each school shall develop a statement of student rights and responsibilities with involvement and input by the school community.
 - 3.2 Students and parents shall be provided with a written statement of the student's rights and responsibilities at the beginning of the school year. This statement of students' rights and responsibilities shall be incorporated in the School Policy Handbook.
4. Consequences are to be a component of a Student Conduct Plan where the goal is the development of student behavior and conduct that meets the expectations of the Division, the school and the community. The focus of a student conduct plan must be to contain and then change unacceptable behavior and conduct.
- 4.1 Each school shall develop a Student Conduct Plan subject to the following considerations:
 - 4.1.1 The provisions of the School Act, Board Policy and Administrative Procedures shall be followed;
 - 4.1.2 Students and parents are to be given opportunities for involvement in developing the school conduct plan;
 - 4.1.3 The identification of discipline strategies that are acceptable for use in the school. In identifying strategies acceptable for use in the school the Principal and the staff shall be cognizant of the following:
 - 4.1.3.1 Verbal attacks (i.e., name calling, sarcasm, belittling comments, etc.) are not permissible consequences or proper discipline procedures;
 - 4.1.3.2 Physical abuse (i.e., shaking, slapping, hitting with a ruler, etc.) are not permissible consequences or proper discipline procedures;
 - 4.1.3.3 Corporal punishment (strapping/spanking) is not allowed in any school in Grande Yellowhead Public School Division.
 - 4.1.3.4 Mass detention or other actions where the non-guilty are punished with the guilty is not a permissible consequence or proper discipline procedure;
 - 4.1.3.5 The individual worth and dignity of students shall be accepted and respected;
 - 4.1.3.6 Individual student needs shall be recognized and appropriate alternatives shall be provided; and
 - 4.1.3.7 Other limitations set out in procedures 4.2, 4.3, and 4.4.

- 4.1.4 to assist students in the development of responsible self control and to meet the written expectations of behavior and conduct, the school shall offer preventive and/or remedial programs.
- 4.2 Actions undertaken to bring about a change in behavior shall demonstrate a range of consequences with increasing severity appropriate to the offense and age of the student. The action taken shall be consistent with the nature of the offense and the treatment received by others in similar circumstances.
- 4.3 Students must have prior knowledge that failure to meet the expectations for behavior and conduct shall result in some or all of the following range of consequences that may be undertaken to bring about a change in their behavior and conduct:
 - 4.3.1 Problem solving, monitoring or reviewing behavior expectations with the student and reprimand;
 - 4.3.2 Involvement of parents or guardians;
 - 4.3.3 Referral to attendance board;
 - 4.3.4 Temporary removal of privileges;
 - 4.3.5 In-school suspension;
 - 4.3.6 Out-of-school suspension;
 - 4.3.7 Restitution for property damage to an individual or the Division;
 - 4.3.8 Assessment of the student to develop appropriate programming;
 - 4.3.9 Involvement of the police; and
 - 4.3.10 Expulsion from a school or all Division schools.
- 4.4 Parents shall be given the opportunity to participate in determining consequences for persistent contravention of expected behavior and conduct by their child.
- 4.5 Students may be suspended in accordance with Section 24 of the School Act if in the opinion of the teacher or Principal:
 - 4.5.1 The student has failed to comply with section 12 of the School Act; or
 - 4.5.2 The student's conduct is injurious to the physical or mental well being of others in the school.

Furthermore, grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behavior such as:

- 4.5.3 Conduct which threatens the safety of students and/or staff;
 - 4.5.4 Possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff (a weapon is anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person);
 - 4.5.5 Displaying or brandishing a weapon in a threatening or intimidating manner;
 - 4.5.6 Assaulting another person;
 - 4.5.7 Participating in the physical attack of another student through froshing, hazing or initiation practices that may occur, whether on or off school property;
 - 4.5.8 Possession or use of illegal drugs, alcohol, or solvents for the purpose of inhaling, in school and on school property;
 - 4.5.9 Contravention of Division policies and procedures related to student harassment, smoking, student attendance, and student rights and responsibilities;
 - 4.5.10 Theft;
 - 4.5.11 Willful disobedience and/or open opposition to authority;
 - 4.5.12 Use or display of improper or profane language;
 - 4.5.13 Willful damage to school or others' property;
 - 4.5.14. Interfering with the orderly conduct of class(es) or the school;
 - 4.5.15 Contravention of the code of conduct set out in procedures 1.1 and 1.2 of this administrative procedure;
 - 4.5.16 Contravention of the school's written expectations of student behavior and conduct.
- 4.6 In the event of an in-school suspension or class suspension, the following steps shall be taken:
- 4.6.1 The conditions of the in-school suspension or class suspension shall be consistent with the student conduct plan developed by the school.
 - 4.6.2 The Principal shall notify the parents of the decision to exclude the student from class or other activities during the suspension.
- 4.7 In the event of a suspension from school, the following steps shall be taken:

- 4.7.1 The conditions of the suspension from school shall be consistent with the School Act.
- 4.7.2 The Principal shall immediately inform the parents of the suspension.
- 4.7.3 The Principal shall provide written notification to the parent of the student and, in the case of a student who is 16 years of age or older, the student, of the decision to suspend from school. Details of the circumstances that led to the decision to suspend from school shall be provided in this letter.
- 4.7.4 The Principal shall, if requested, provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
- 4.7.5 The Principal shall notify the Superintendent of the suspension from school of any student.
- 4.7.6 Prior to the return of the student, an interview shall be arranged and all concerned parties shall be given an opportunity to be present. Expectations that must be met upon the return to school of the student shall be clearly determined at this meeting.
- 4.8 The Principal may recommend that the Board expel a student from an individual course, school or riding the bus, if:
 - 4.8.1 The student has displayed an attitude of willful, blatant repeated refusal to comply with procedures 1.1 and 1.2 of this administrative procedure or the schools conduct code; or
 - 4.8.2 The student's conduct is injurious to the physical or mental well being of others in the school.
- 4.9 In the event of a recommendation for expulsion, the following steps shall be taken:
 - 4.9.1 The Principal shall immediately notify the parent of the student and, in the case of a student who is 16 years or older, the student, of his/her decision to recommend that the Board expel the student.
 - 4.9.2 The Principal shall provide written notification by registered mail to the parent of the student and, in the case of a student who is 16 years of age or older, the student, of the recommendation for expulsion.
 - 4.9.3 The student shall be considered suspended until such time as the Board acts on the Principal's recommendation for expulsion.
 - 4.9.4 In accordance with the School Act, the Board shall reinstate or expel the student within 10 school days of the date of the suspension. The parent of the student and, in the case of a student who is 16 years of age or older, the student, shall be provided with the opportunity to make representation to the Board with respect to the suspension, prior to the Board making a

decision with respect to the Principal's recommendation to expel the student.

- 4.9.5 In the event of expulsion, the parent of the student and, in the case of a student who is 16 years of age or older, the student, shall be informed of the options that may be available for the student to complete his education.
- 4.9.6 The parent of the student and, in the case of a student who is 16 years of age or older, the student, shall be informed in writing of his/her right to request a Ministerial review of the Board's decision that resulted in expulsion of the student.
- 4.10 The parent of the student and, in the case of a student who is 16 years of age or older, the student, or either of them have the right to appeal the school's decision regarding consequences for unacceptable student behavior when they significantly affect the education of the student. The appeal shall be in accordance with the School Act, Section 123, and Board Policy 13 – Appeals and Hearings Regarding Student Matters.
- 4.11 In the event of an appeal, consultation at the school level is to be the first usual avenue of appeal. This appeal shall occur within three (3) days of the disciplinary action being taken.
- 4.12 In the event that a satisfactory resolution is not reached at the school level, the first formal request of appeal to the Superintendent shall occur within five (5) days of the disciplinary action being taken.
- 4.13 In the event that a satisfactory resolution is not reached through the formal appeal to the Superintendent, the Superintendent's decision may be appealed to the Board, in writing, within seven (7) days of the disciplinary action being taken.
- 4.14 In the event that a satisfactory resolution is not reached through the formal appeal to the Board, the Board's decision stands. The parents of the student, and in the case of a student who is 16 years of age or older, the student, have the right to request a Ministerial Review only in the case of a Board decision to expel.
- 4.15 When confronted with exceptional circumstances, the Principal shall determine what actions shall be taken, what assistance to call in and what resources to utilize.
- 5. Corporal punishment will not be allowed in Grande Yellowhead Public School Division Schools as part of any Student Conduct Plan or as a consequence for any student behavior.
- 6. Regular and punctual attendance at school is essential to the successful completion of a course of studies.
 - 6.1 The Principal shall ensure that student attendance policies that reflect school attendance requirements and procedures are developed for the school. Such

policies shall be included in the School's Policy Handbook. The definition of "regular and punctual" attendance shall be contained in such school policy for the method or methods of educational delivery utilized by the school. The policy and the definition of "regular and punctual" shall be communicated to the student and the parent or guardian.

- 6.2 Schools shall maintain regular, daily attendance records for all students.
- 6.3 All students legally required to do so shall attend regularly and punctually throughout the school year unless he/she is excused from attendance under the School Act.
- 6.4 Students who attend school and are over the legal compulsory age of school attendance shall be expected to attend regularly and punctually.
- 6.5 Parents shall be notified of the Division's expectations for regular student attendance and the school's definition of regular and punctual attendance, at the beginning of each school year.
- 6.6 Schools shall establish procedures for parents to notify the school if their child will be absent. If the school is not notified prior to the absence, the student shall be considered inexcusably absent until further information is received. Schools shall develop procedures to confirm the nature of the absence with parents. Parental involvement in achieving regular attendance shall be sought.
- 6.7 All resources available to the school, such as classroom teachers, administration, counselors, Native Workers, etc. shall be utilized to assist students to attend regularly.
- 6.8 When absences by any student begin to interfere with the education of that student, the following steps shall be taken:
 - 6.8.1 The internal school resource personnel (such as, home room teacher, counselor, Native Workers, administration, etc.) shall meet to discuss the absence and a plan to achieve satisfactory attendance.
 - 6.8.2 The Principal shall notify the parents of the concern and the steps to be taken to rectify the situation.
 - 6.8.3 If satisfactory attendance does not resume, the Principal shall notify the parents that the child's name is being referred to the Superintendent for action and advise the Superintendent of the attendance and the steps which have been taken to correct the situation.
 - 6.8.4 The Superintendent shall notify the parents advising them that legal action in accordance with the School Act may be taken if satisfactory attendance does not resume.
 - 6.8.5 Schools shall continue at all stages to utilize all resources available to them to re-establish regular attendance.

7. Development of standards of student behavior and conduct is a dynamic process subject to continuous review.

Reference: Section 12, 14, 24, 25, 45, 60, 61, 113, 123, 124, 125 School Act
Review by The Minister – Information Bulletin 3.5.1

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