



MAPLE HILL SCHOOL  
SUMMITTING TOGETHER

## Maple Hill School

SECTION	General School Administration
POLICY NAME	Student Discipline Policy
POLICY NUMBER	326
DATE CREATED	August 30, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

### **Preamble**

Maple Hill School is committed to establishing and maintaining high standards of conduct in the interest of maintaining safe, positive learning environments with rules that are clearly articulated. It aims to create a structure which provides tools and strategies for school staff to positively affect how students behave and interact with one another. The focus of this approach is on establishing, maintaining and reinforcing the positive behaviour of the majority of students by providing clear expectations, but it also addresses problem behaviour and misconduct. Student misconduct is any violation of the policies and procedures of Maple Hill School or the rules of the classroom that the student is attending.

Students have the right to:

- access a quality education
- be safe secure in the school environment (physically, emotionally and socially)
- be treated with dignity, respect, and fairness
- be heard by school personnel

Students have the responsibility to:

- be ready to learn and actively participate in their education
- attend school regularly and punctually
- ensure that their conduct contributes to the other student's rights as described above.
- refrain from and not tolerate bullying behaviour directed toward other students
- co-operate with teachers and other authorized employees of the school

Parents have the responsibility to:

- Support their students in the achievement of the school's expectations
- To be courteous with all staff in the resolution of misconduct by any student

Maple Hill School has the responsibility to:

- Always act in the best educational interests of each student.
- Have discipline practices that are fair, objective, consistent and reasonable
- To avoid any use of threats and other measures that are considered coercive
- Use behaviour expectations that are age and developmentally appropriate
- Include a system of early and ongoing communication with parents

### **Policy:**

Students attending Maple Hill School are expected to always behave in a manner that respects themselves and others as well as school property.

Student Misconduct includes but is not limited to:

- lack of proper attendance
- behaviour injurious to the physical or mental well-being of others in the school
- damage to property
- behavior which is disruptive to the learning process
- involvement with drugs or alcohol during school hours and at all school functions
- bringing onto school property any type of weapon or dangerous instrument.

### **Implementation:**

Maple Hill School shall develop a system of preventative measures to support positive behaviour of the students.

- This system will involve the consultation with the staff and be reviewed at the beginning of every year.
- The expectations (Code of Conduct, Policy 305) of the school will be made known to each student and their parents.
- Students and parents will have access either in writing or electronically the specific procedures for dealing with student misconduct including the conditions for suspensions, expulsion and the appeals process.
- Each teacher will develop specific classroom expectations and disciplinary measures that will comply with the law and policy and procedures of Maple Hill School.
- Staff will adequately respond to any misconduct that is interfering with the teaching and learning or emotional well-being of students or staff.
- The action taken and/or consequences that follow any misconduct will be dependent on one or more of the following:
  - the effect of the student's behaviour
  - the nature of the action or incident
  - the student's age and maturity
  - the impact of proposed action on the student's future behaviour
  - the previous disciplinary record
  - the school behaviour plan
- Administrators shall document all serious student behavioral concerns.  
Documentation shall include:
  - identification of the student(s), dates, names of others involved including staff
  - description of behavior and summary of action taken
- Information should be filed in accordance with the Student Records Policy 302.
- Whenever possible, administrators should interview student(s) in the presence of another staff member
- Where criminal activity is suspected, administrators should involve the police and advise parents immediately.

### **Suspension Guidelines:**

- The maximum length of a suspension is five (5) school days.
- A teacher who suspends a student from the remainder of a class must report it to the school administration immediately and direct the student to the office.

- At the earliest possible opportunity the student's parent shall be notified of the circumstances and duration of the suspension from class.
- When a teacher, in consultation with an administrator, suspends a student from the next regular period of a class the administration shall:
- Inform the student of the formal disciplinary nature of the suspension and its consequences and the reasons for which the suspension is being considered
- Provide the student with an opportunity to offer an explanation
- At the earliest possible opportunity the teacher shall provide a written report of all the circumstances of the class suspension including the student's statement.
- Ensure that work is provided to the student from the class(es) that will be missed

#### Discipline Report Guidelines

Discipline Reports are required to include the following:

- The student's name, birth date and grade level
- The reason for why the student is being suspended according policy and procedures
- The specific number of days that the student is being suspended, including the appropriate dates
- Reference to the specific rule or policy when applicable
- Specific details of the incident leading to suspension
- Reference to previous incidents that are applicable
- Reference to further disciplinary consequences if this specific or other misbehavior occurs again

#### In- School Suspension Guidelines

The Principal shall:

- inform the student of the formal disciplinary nature of the suspension and its consequences and the reasons for which the suspension is being considered.
- Provide the student with an opportunity to offer an explanation.
- Immediately inform the parent of the student by telephone, if possible.
- As soon as possible report in writing to the parents and the student and retain a copy of the suspension letter for the student cumulative file.
- Provide an opportunity to meet with the student's parent or the student to discuss the circumstances of the suspension and the ensuing plan.
- Inform the student and their parents of the appeals process available to them.
- Develop a plan regarding the supervision and reinstatement of the student.
- Ensure that all of the student's teachers are informed of the suspension, and ensure that work is provided to the student from the classes that will be missed.
- Attempt to involve the student in supportive services designed to resolve the problem which led to the suspension.

#### Out-of School Suspension Guidelines

The Principal shall:

- Inform the student of the formal disciplinary nature of the suspension and its consequences and the reasons for which the suspension is being considered.
- Provide the student with an opportunity to offer an explanation.
- Immediately inform the parent of the student by telephone, if possible. This should be done before the student is sent out of the school.
- As soon as possible, report in writing to the parents or the student the circumstances of the suspension, retain a copy of the suspension letter for the student's cumulative file.

- Provide an opportunity to meet with the student's parents, or the student to discuss the circumstances of the suspension.
- Ensure that all of the student's teachers are informed of the suspension, and ensure that work is provided to the student from the classes that will be missed.
- The student is responsible for completing the school work provided during a suspension.

#### Referral to the School Board

If a suspension extends to the next school day or beyond it will be referred to the School Board that will review the circumstances of the suspension, a summary of the student's previous behavior and a summary of the student's academic progress, and any other information that may assist the School Board with its deliberations.

- The School Board will be responsible for resolving any appeals made by the student or parents for the suspension in question.
- The School Board will after deliberating uphold or strike down the suspension made by the teacher or other administrator; they may also provide alternative disciplinary measures.
- The School Board is responsible for holding an expulsion hearing that must be convened within ten school days of the incident.
- The student and their parents are to be an integral component of the School Board and its deliberations.
- The Principal's report regarding the possible expulsion must be provided to the Board and copies provided to the student and their parents.
- The Principal shall ensure that the expulsion report letter is delivered to the parents of the student.

#### Major Kinds of Infractions:

Given the Core Values of the school (Policy 325 Core Values), it follows that inappropriate conduct includes but is not limited to anything that:

- Contributes to or acts in a harassing, aggressive and/or intimidating manner
- Damages the rights of other students to a respectful and safe education
- Interferes with their own learning and that of others
- Is disrespectful or acts in any way that is unbecoming of themselves or the school
- Is academically dishonest, and/or contributes to cheating by other students
- Negatively affects the private property and privacy of others
- Involves being intoxicated or in an altered state of mind; or the sale, spread, handling or use of intoxicating substances while on school grounds (including the parking lot).