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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK****Policy Code:** IG**Policy Title:** Student Discipline**Cross Reference:** IGA,IGAA,IGD**Legal Reference:** *Education Act S.36,37***Adoption Date:** May 28, 1997**Amendment or Re-** February 21, 2002;**affirmation Date:** January 20, 2015March 20, 2018

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT THE PURPOSE OF DISCIPLINE IS TO ENCOURAGE STUDENTS TO EXERCISE SELF-CONTROL AND MAINTAIN A WELCOMING, CARING, RESPECTFUL, SAFE AND HEALTHY LEARNING ENVIRONMENT.

**GUIDELINES**

1. The jurisdiction adopts the following principles regarding discipline measures on school property, on school buses, at any time and any place during activities associated with the school, or at any time and any place, whether or not it occurs within the school building, during the school day or by electronic means:
  - 1.1. Discipline measures should foster a welcoming caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, teach social responsibility and encourage the development of self-discipline on the part of the student.
  - 1.2. Preventive discipline measures are the most effective.
  - 1.3. Early action to resolve discipline concerns is desirable.
  - 1.4. The Principal should encourage staff to deal with the problem as near to source as possible, as often as possible.
  - 1.5. 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.
  - 1.6. The use of school-based resource teams is recommended where appropriate.
  - 1.7. Involvement of jurisdiction resource personnel and community agencies is encouraged.
  - 1.8. Student behaviour that does not comply with the school code of conduct should be dealt with promptly.

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- 1.9. 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, maturity, and individual circumstances, and other relevant factors.
- 1.10. Disciplinary action should ensure that support is provided for students who are impacted by inappropriate behaviour, as well as, support students who engage in inappropriate behaviour; and
- 1.11. At junior and senior high school interschool functions, the use of consistent disciplinary measures by all Horizon school staff is desirable.

**REGULATIONS**

1. The teacher shall be responsible for discipline in the classroom and should communicate expectations to students early in the school year. The teacher would be justified in employing tactics such as those listed below in enforcing expectations:
  - 1.1. Communicating clearly the unacceptable practices of students. This should normally be done in private.
  - 1.2. Maintaining classroom awareness acute enough to spot potential problems and deal with them before they become major problems. This may involve referring the student for counselling as available or needed.
  - 1.3. Providing an alternative activity under supervision.
  - 1.4. Withdrawal of privileges.
  - 1.5. Teachers may detain individual students for disciplinary reasons, however, a cooling off period is recommended so that the teacher can deal with the matter in a calm and professional manner.
  - 1.6. Suspending a student from class for a brief period of time (no longer than one class period) when despite warnings
    - 1.6.1. the student continues to disrupts the work of other students.
    - 1.6.2. Referring the student to school administration.
2. Each school should develop school policy which will guide and assist staff to follow jurisdiction policy.
  - 2.1. Such policy shall describe disciplinary procedures to be implemented when behaviour does not comply with student codes of conduct.
3. Teachers or Principals should involve the parents or guardians and/or school administration and/or counseling services in dealing with continuing behavioural problems in the school.
4. When matters are referred to the Principal, teachers should not expect to dictate resolutions for the

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problem.

5. Prohibited conduct shall include:
  - 5.1. Physical assault by the teacher upon a student.
  - 5.2. Use of corporal punishment.
  - 5.3. Mass detention or other actions where non-guilty are punished with the guilty.
  - 5.4. Inappropriate verbal or written communications such as name calling, sarcasm, unsuitable personal references, and any belittling comments.
6. The Jurisdiction understands that there may be some students who fail to adopt appropriate conduct as outlined in policy, 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:
  - 6.1. Referral of student and his/her parents to school and/or community support services where available;
  - 6.2. Partial attendance, in-school suspension, alternative programming, transfer supported by the Superintendent, temporary home education;
  - 6.3. Out-of-school suspension
  - 6.4. Expulsion
7. For the protection of jurisdiction staff and students, and to prevent potentially violent confrontations, jurisdiction staff are encouraged to avoid physical contact with students during implementation of discipline measures.
  - 7.1. School staff shall develop and regularly review alternative strategies that can be used in various discipline situations.
  - 7.2. The jurisdiction shall ensure that at least some individuals at all school sites have access to training in non-violent crisis intervention.
  - 7.3. School staff may use reasonable measures to immobilize or subdue an out of control student, a student who is unresponsive to directives, or any individual attempting to inflict harm upon another or themselves.
  - 7.4. Specific students may require individualized programs that incorporate the use of physical restraint. Planned physical restraint shall be used only in the best interests of the student and with appropriate communication between the student, his or her parents, and the school staff.