

Asasa Learning School Authority 0235

Student Discipline, Suspension and Expulsion 5.0
Updated: July 10, 2018
Approved by: Board of Directors
Applies to: All Alberta Certified Teaching Staff, Principal, Support Staff, Board of Directors, Parents

Objective: The purpose of this policy is to guide all abovementioned stakeholders in how the School Authority defines, enforces and carries out student discipline, suspension and expulsion.

Policy: It is of paramount importance that students learn the value of discipline. This will enable them to act in an ethical manner inside and outside the classroom. Teachers, support staff, bus drivers, parents, caretakers and volunteers need to ensure students are learning discipline and grow up to become law abiding citizens. Not all infractions of discipline necessitate suspension or expulsion and there needs to be a continuum that places the student in a position to get the best possible outcome from his or her decisions. However, there needs to be a structure in place that teaches students about the consequences of breaking school discipline through suspension or expulsion if it becomes necessary. The Code of Conduct Policy 6.0 serves as a primary policy for determining whether the student will be disciplined, suspended or expelled.

Procedure:

Maintaining student discipline is defined as the adherence of the student to the Code of Conduct Policy 6.0. Students are expected to follow both the explicit and implicit rules defined in the Code of Conduct. The policy is designed such that all illegal activities (whether listed in their entirety or not) on and off the school property, risk-taking behaviour, aggressive psychological or physical behaviour towards others, lack of concern for one's education and lack of observance of regular and timely attendance can result in disciplinary action.

The School Authority has defined three levels which aid the principal and teachers in carrying out appropriate counseling and support to bring the student towards achieving his or her student learning outcomes and maximize his or her knowledge, skills and attitudes.

1. Student Discipline

Acts of minimal vandalism, infrequent verbal bullying, being late to class, plagiarism, missing less than 3 days of school without reason and carelessness when it comes to studies comprises level 1 of the student discipline continuum. The appropriate strategy at this point is to involve the teacher and the student to understand the reasons why the student acted the way she did, remind her of the Code of Conduct and the consequences of continued misbehavior.

The teacher has the option of escalating the issue to the principal at this stage so that appropriate advice can be sought and the student is enabled to integrate in the classroom as a well-functioning individual. It is the teacher's duty to ensure an Incident Report is kept for each time a student misbehaves.

This stage can last as long as necessary but should, under no circumstances, hinder the ability of the teacher to carry out his or her primary duties. If the disruptive behaviour of the student continues, the teacher should inform the principal, and provide him or her any Incident Reports or attendance records. The principal can, in his or her considered judgment, decide to suspend or expel a student.

2. Suspension

Major vandalism, severe breaches of the Code of Conduct, any illegal activity, physical bullying, absences greater than 3 days without reason, persistent verbal bullying and severe carelessness comprises level 2 of student discipline.

The teacher should inform the principal immediately if the student has performed any of the abovementioned activities. The teacher should also forward any Incident Reports, attendance records or any other pertinent information to the principal forthwith. The principal is to call the parents and/or the Calgary Police Service if there is a threat to the safety of the student body and staff at the school.

The principal has the sole discretion of suspending or expelling a student. The decision by the principal is final. The principal can, at his or her discretion, provide the Incident Reports to the parents or guardians. After the suspension period, the student will be re-integrated into the classroom. It is important to protect the dignity and privacy of the student who is suspended and only those directly involved in the student's suspension may be made aware of the details of the suspension.

The principal can suspend a student without first counseling him or her. After the student has been suspended, the principal can decide to expel the student if he or she believes there is a threat to the person or property at the school. The principal need not follow any special procedures to suspend, and then expel a student.

If there are three or more Incident Reports submitted by the bus driver to Asasa Academy, the student will be suspended for one week. Continued misbehavior will result in discontinuation of bus service, and the transportation dues will still be due in full for the entire year to protect the academy from financial loss.

3. Expulsion

Illegal activities, severe physical bullying, a perceived or immediate threat to the person or property at the school and failure to notify the school of continued absence greater than 3 days can result in expulsion from the school.

The principal has the sole discretion of expelling a student from the school. There need not be a progression from student discipline, suspension and then expulsion; the principal can decide to expel a student from a single incident alone, with or without any Incident Report, whether the incident is real or perceived.

The decision to expel from the school is not to be made lightly and due consideration is required on part of the principal. No details surrounding the expulsion of the student are to be disclosed to any parties not directly involved in such an event. The principal is accountable for ensuring the safety for the entire student body, and must take action immediately if there is a realistic threat of potential or actual physical bullying. The principal must take note of the reasons for expulsion in a student's file and such information is to be provided whenever duly requested by an authorized government body.