


Administrative Procedure Student Discipline		
	Department:	Student Services
	Approved by:	Leadership Council
	Date Approved:	March 4, 2024
	Revision Date(s):	
	Review Date:	
	External References	
	<ul style="list-style-type: none"> • <i>The Education Acts, 1995</i> • Non-Violent Crisis Intervention Program Training 	
Internal References		
<ul style="list-style-type: none"> • Student Conduct AP • Seclusion and Physical Restraint AP 		

Purpose

- This administrative procedure outlines the steps and guidelines for managing student discipline incidents at Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This administrative procedure applies to all students enrolled at Sask DLC and governs disciplinary actions for behavior that occurs within or outside Sask DLC’s virtual learning environment but impacts the school community.

Policy Statement

- Sask DLC is committed to creating a positive and safe learning atmosphere conducive to academic growth and personal development. Parents, staff and students must work together to ensure that learning occurs in a safe, orderly and nurturing environment.
- Students are expected to uphold behavioural standards outlined in Sask DLC’s student code of conduct, respecting fellow students, staff, and the learning process.
- All interventions on behalf of students must reflect the dignity of the individual and natural justice. This administrative procedure aims to address disciplinary issues fairly and consistently, providing opportunities for corrective action and growth while ensuring accountability for actions that disrupt the learning environment.

Procedures:

1. Discipline in schools is to stress restitution and correction rather than punishment.

2. Campus Principals and staff are to attempt to determine causes of misbehaviour and to stress rectifying those through a variety of techniques. Where physical and emotional safety of others is not considered a risk, the procedures below are to be followed when behaviour problems are encountered:
 - a. The goal of all behaviour management techniques employed by staff is to provide a positive school climate where the education and well-being of students are foremost considerations.
 - b. The teacher is to assist the student in identifying the behaviour problem, its causes and appropriate alternative behaviours. (**Refer to Administrative Procedures for Student Conduct.**)
 - c. The teacher is to discuss the student's behaviour with the Campus Principal or designate in an attempt to generate alternative management strategies.
 - d. The teacher and/or Campus Principal are to discuss the student's behaviour with the parent(s) or guardian.
 - e. A consistent effort is to be made to change inappropriate behaviour to acceptable behaviour through various techniques.
 - f. If measures taken do not result in appropriate student behaviour the Campus Principal is to consult with the Superintendent of Operations to plan for further remedial action with assistance from the School Support Team and as outlined in *The Education Act, 1995*.
 - g. Teachers and administrators shall document in writing the strategies, procedures and techniques used to address inappropriate behaviour.
3. Suspensions
 - a. If removing a student from a situation does not change behaviour, therefore a plan and/or process to address the student's behaviour concerns needs to be developed with all concerned parties.
4. Suspension: For students in a synchronous class, attending privileges may be revoked judiciously provided the following criteria are met:
 - a. teachers shall notify the Campus Principal immediately, when a student is removed from the synchronous classroom;
 - b. the time limit must be reasonable;
 - c. parents and the Superintendent of Education with responsibilities for school operations are notified in writing of the synchronous suspension.
5. Out-of-School Suspension: Out-of-school suspension shall be administered as per Section 154 of *The Education Act, 1995*.
 - a. Less than three (3) days
 - i. the Campus Principal may suspend a student for not more than three (3) school days at any time for overt opposition to authority or serious misconduct.
 - ii. the Campus Principal shall immediately report the circumstances and action taken to the parent/guardian of that student and also notify the parent in writing.

- iii. the Superintendent with responsibility for school operations shall be notified in the same manner; and,
 - iv. a detailed record of the suspension shall be maintained.
- b. Four to ten (4 to 10) days
- i. the Campus Principal may suspend a student for a period not exceeding ten (10) school days where the Campus Principal receives information alleging, and is satisfied, that the student has:
 - persistently displayed overt opposition to authority;
 - refused to conform to the rules of the school;
 - been irregular in attendance at school;
 - habitually neglected his/her duties;
 - willfully destroyed school properties;
 - used profane or improper language; or,
 - engaged in any other type of gross misconduct, including:
 - abuse or assault (verbal, physical, sexual) against other person;
 - possession of weapons;
 - possession and/or use of illicit drugs;
 - physical, sexual or racial harassment of any person;
 - theft, robbery and extortion;
 - tampering with fire alarms or other safety equipment;
 - ii. the Campus Principal shall then follow with written notification to the parents, the Superintendent of Operations and Chief Executive Officer and documentation to the appropriate files;
 - iii. the Chief Executive Officer or designate may confirm, reduce, or remove the suspension; and,
 - iv. If desired the student, parent or guardian is to be granted a hearing with the appropriate officials throughout each of the preceding steps.

6. Student Discipline Committee

- a. In the event of the parent applying for an appeal of the suspension period, the following procedures is to be followed:
 - i. the Student Discipline Committee shall consist of members of the Senior Sask DLC Executive Team who has not been involved in any stage of the process and the Chief Executive Officer;
 - ii. the Committee shall choose a Chair;
 - iii. the Committee shall hear presentations with all members present including the parents/guardians, student and Campus Principal;
 - iv. all presenting parties shall be required to leave and the Committee shall deliberate and arrive at a decision to uphold, reduce or increase the period of suspension; and,
 - v. the Superintendent of Operations shall notify the Campus Principal and the parents/guardians of the decision of the Committee.

7. Expulsion

- a. Following an investigation or a report of a committee may exclude a student from any or all of its campuses for a period greater than one (1) year.
- b. The student, or his/her parent or guardian may, after the expiration of one (1) year request a review and reconsideration of registration by Sask DLC Chief Executive Officer.