

## Administrative Procedure 356

Updated: October 2015

# STUDENT DISCIPLINE AND INTERVENTION

## Background

The philosophy of the Holy Spirit Catholic Regional Division centers on the belief that all students can and will learn. In an effort to provide an optimal learning environment, personnel within our schools are charged with the responsibility of creating this learning space so that EACH of our students develops holistically and to the best of his/her ability.

Students are expected to comply with specified codes of conduct, as outlined in Section 12 of *The School Act*, and at their respective school.

Section 12 of *The School Act* states the following:

*A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:*

- a) *Be diligent in pursuing the student's studies;*
- b) *Attend school regularly and punctually;*
- c) *Co-operate fully with everyone authorized by the Board to provide education programs and other services;*
- d) *Comply with the rules of the school;*
- e) *Account to the student's teachers for the student's conduct; and*
- f) *Respect the rights of others.*

As an intervention strategy, physically restraining a student should only be pursued as a final resort basis.

## Procedure

1. In an effort to create the most appropriate and conducive learning environment, reference is made to Section 1 of Administrative Procedure 315, Student Code of Conduct.
 

“The Principal and staff shall inform students of their responsibility to comply with the requirements of the School Act that define the student's code of conduct.”
2. In addition to the code of conduct set out in Section 12 of the *School Act*, all Holy Spirit Catholic Schools shall adopt a code of conduct that is consistent with *Policy 1: Board Mandate, Mission, Vision, Values and Goals*, aligns with provincial legislation, and:
  - 2.1 Is communicated with parents and guardians,
  - 2.2 Establishes clearly defined standards for behaviour,
  - 2.3 Highlights the expectations of each student, and

- 2.4 Identifies a range of appropriate consequences, including any consequence deemed reasonably appropriate by school administration.
3. Disciplinary measures adopted by each of the division's schools shall be grounded in the Catholic faith. Such procedures shall include, but shall not be limited to:
  - 3.1 Fostering mutual respect among student(s), parents and staff.
  - 3.2 Establishing expectations of students through effective management strategies specifically in each classroom, as well as the school in general. Under the direction of the teacher, each class shall develop a code of conduct, which is consistent with the other classes in the school.
  - 3.3 Involving all staff of the school to support and enforce established discipline expectations and procedures.
  - 3.4 Effectively utilizing the existing school's resource team, and in some cases, the division, where appropriate and applicable.
  - 3.5 Appropriately dealing with behaviours that are not in compliance with the class / school rules and regulations, divisional policies and procedures and those outlined in The School Act;
  - 3.6 Fairly implementing disciplinary measures are the responsibility of the classroom teacher, the Principal, the Superintendent and the Board, as appropriate. Disciplinary measures might include either a suspension or an expulsion.
  - 3.7 School staff will strive to address student behaviour that does not comply with the school's code of conduct, in an appropriate, prompt and impartial manner.
  - 3.8 In determining disciplinary measures, school staff may consider one or more of the following factors:
    - 3.8.1 The circumstances of the conduct;
    - 3.8.2 The influence of such conduct on others;
    - 3.8.3 The student's previous conduct;
    - 3.8.4 The student's age;
    - 3.8.5 The student's unique needs;
    - 3.8.6 Any other factor the school staff deems appropriate
4. Corporal punishment, a form of physical punishment that involves retribution for an offence or inappropriate conduct, shall not be administered, in any form. Prohibition on corporal punishment does not include the use of force to remove a student from a class or to secure compliance with instructions, though the force must in all circumstances be reasonable, and should not be used except as a last resort.
5. In an effort maintain a safe and caring environment for staff and students, every staff member is encouraged to avoid physical contact as a means of intervention.

- 5.1 The administration of the school shall ensure that alternate interventions strategies are in place. Personnel within the school will be provided opportunities to access training sessions which deal with non-violent intervention (SIVA, for example)
  - 5.2 In the event that all non-physical strategies have been exhausted, staff may use reasonable measures to subdue a student who is either out of control or who is non-responsive to specific directives. The result of this action could be temporarily removing a student from the classroom.
  - 5.3 The use of planned physical restraint as part of a student's individualized program plan (IPP or Student Profile developed through the IEPT - Inclusive Education Planning Tool) should only be employed when it is deemed to be in the best interest of the student and only after such intervention has been sought among all parties. However, where the student is non-responsive to verbal instructions and where the safety of the student and / or staff and / or other students is (are) at risk, staff may use reasonable force to restrain the student.
  - 5.4 As part of a highly intensive behaviour support program, such as ABC or CARE Programs, circumstances may warrant a teacher physically directing a student to a specific location, as a behavioural de-escalation strategy.
6. The School's Code of Conduct will apply:
    - 6.1 At all times on the school's property
    - 6.2 At any place where activities are connected with the school. This includes, but is not limited to extra-curricular activities and bussing.
    - 6.3 At any time or place where the administration feels that the safety and well-being of the school and or its staff or students may be jeopardized.
  7. Should the student(s) behaviour be such that extreme violence is imminent, administration shall immediately call for the intervention by the police or other law enforcement officers.
  8. Whenever a student has to be physically restrained, the Director of Support Services must be notified as soon as possible after the incident, followed by a detailed, written report. In special circumstances should a student with diverse learning / behavioural needs be required to be restrained physically more frequently than normal, circumstances to this effect must be communicated with the office of Director of Support Services, so that appropriate measures are taken.
  9. Further action as stipulated by the school's principal may be deemed to be necessary such as suspension and/or a recommendation to the Board for expulsion of a student. (*The School Act*: Sections 24 and 25)

**Legal Reference:** The School Act (RSA 2000)  
 Administrative Procedure 315: Student Code of Conduct)  
 Administrative Procedure 319: Suspension and Expulsion of Students