

STUDENT DISCIPLINE POLICY

St. Matthew Lutheran School

PHILOSOPHY

Discipline is a means of guiding and correcting children and must be handled in a gentle, constructive and consistent manner.

Hebrews 13:17 - Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

EXPECTATIONS

At St. Matthew Lutheran School we will provide a learning environment that is orderly, supportive and safe.

PROCEDURE

The following procedures are recommended as a method of correcting unacceptable behaviour.

A. Teachers shall attempt to resolve the problem with the student, and if necessary with the student's parents. Teachers will be responsible for all Minor Classroom Management Offences. It is expected that each teacher develop classroom expectations and consequences to deal in a consistent manner with minor incidents such as:

- Not being equipped to work in class
- Work not done or not done satisfactorily
- Defiance - failing to follow rules or instructions
- Skipping school, detentions or other consequences
- Roughhousing or bullying

The discipline procedure for any of the above incidents may include the use of the 'Action Plan'. This is to be filled out by the student and signed by both the parent/guardian and the instructor. Possible parent/guardian phone contact may also be made by the instructor.

B. If behaviours continue or occur off school property, the student shall be referred to the office and Administration in conjunction with the teacher.

Examples include:

- Repeated violation of class rules resulting in major disruption of the teaching and learning process
- Repeated roughhousing, bullying
- Transportation conduct violations (bus, car)

C. Any behaviours that are considered serious or illegal will result in an immediate out of school suspension. All suspensions must be reported to the School Board. Examples of these behaviours are:

- Fighting
- Threatening and/or abusive language or gestures
- Sexual harassment
- Smoking or possession of tobacco products, matches, lighters, etc. on school property or while attending any school functions
- Possession of a dangerous weapon (or replica)
- Use of an object to inflict bodily injury
- Use, possession or sale of alcohol, narcotics, or other controlled substances.
- Damaging or stealing property (including destruction or defacing school property)
- Bomb threats, crank phone calls, false fire alarms etc.

The minimum consequences for any of the above behaviours are:

- a. First Offence - one to three days
- b. Second Offence - three to five days
- c. Additional Offences - Five or more days suspension or expulsion

D. Should a student require to be disciplined while outside during recess, the staff member on duty will place the student on a "timeout" by locating the student within the proximity of the school for the duration of that recess. Additional consequences will be decided following the end of recess.

SCHOOL PROGRESSIVE DISCIPLINE PROCEDURE - PLAN FOR DEALING WITH OFFICE REFERRALS ONLY

The progressive discipline procedure is intended to serve as a guideline in dealing with office referrals for Major or Illegal offences. Staff are requested to use the Discipline Referral Form when sending students to the office. Movement of a student through the steps to more serious consequences will be based on - Student age, seriousness and/or frequency of misbehaviour

Step 1: Student Referral to the Office

Students referred to the office will be required to discuss their action plan with the Principal to resolve their problem. The Principal will phone the parent/guardian explaining the consequences and what will occur if a second office referral occurs. By the second office referral a student will be moved to Step 2.

Step 2: In School Suspension (ISS)

If a student continues to demonstrate an unwillingness to comply with school behaviour expectations, he/she will be suspended in accordance to the schedule of offences listed below. The Principal will contact the parent/guardian to discuss the details of the suspension to be handed out. All suspensions must be reported to the School Board.

- a. First Offence - 1/2 day ISS
- b. Second Offence - 1 - 3 days ISS
- c. Third Offence - Student moved to Step 3

Step 3: Out of School Suspension (OSS)

If a student is moved to this step, the Principal will contact the parent/guardian to discuss details of the suspension to be handed out. All suspensions must be reported to the School Board. Further office referrals will result in the student being moved to Step 4.

Step 4: Permanent Removal

Final resort when all efforts have been exhausted and the student continues to remain a high risk to the learning and/or safety of others. The Board, in consultation with the parents/guardians and administration will decide on extended suspension, home schooling or expulsion of the student.

DISCIPLINE APPEAL PROCESS

A parent may appeal a disciplinary decision, only on the following grounds:

- The action taken was not in accordance with existing school policy.
- The information on which the decision was made was inaccurate or incomplete.
- The student was not given sufficient opportunity to present his/her point of view.

The appeal must first be made, through open discussion, to the person who implemented the decision. If the outcome of the appeal is unacceptable, a written appeal is to be made to the Administration, with a copy sent to the School Board. This written appeal must be made within 48 hours from the time the first open discussion appeal took place. The decision of the School Board in conjunction with the Administration shall be final. The Chairperson of the School Board shall confirm in writing the outcome of the appeal to all parties.

OPERATING TERMINOLOGY USED IN THE CONDUCT POLICY

1. Abusive Language

Abusive language shall include but is not limited to swearing, screaming, racial remarks, abusive gestures, or threats to an individual, family or group, either orally or in writing.

2. Bullying

Bullying is the use of Physical or Verbal coercion to obtain control over others or to be habitually cruel to others who are weaker.

3. Sexual Harassment


Sexual harassment is behaviour which includes any unwanted, unsolicited sexual advance or sexually oriented behaviour made by a person who knows or ought to know that such attention is unwanted. This includes unnecessary touching or petting, sexually aggressive or suggestive remarks, leering at a person's body, demand for sexual favours or compromising invitations.

4. Student Action Plan

Student Action Plan is a method of making the student responsible for their own behaviour by having the student develop a plan of action to resolve the problem for which the student was referred.

5. In School Suspension (ISS)

In School Suspension is when a student is suspended from all regular classes and kept in the office for the duration of the suspension. This includes recesses



and lunch hour as well. Students are required to obtain and satisfactorily complete all information and assignments by the end of the suspension before being allowed to return to regular class.

6. Out of School Suspension (OSS)

Out of School Suspension is when a student is suspended from all regular classes and serves the suspension at home. Students are required to obtain and complete all information and assignments by the end of the suspension before being allowed to return to regular class.

Revised January 2010

