

# **Vancouver Island West School District 84**

## **ADMINISTRATIVE PROCEDURE**

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**AP 352**

*October 11, 2022*

## **STUDENT DISCIPLINE**

The *School Act* Section 76(3) states that, “... discipline of a student while attending an educational program made available by a board or a Provincial school must be similar to that of a kind, firm and judicious parent, but must not include corporal punishment”, it is the policy of this School District that disciplinary procedures must be carefully applied and wholly appropriate to the offence.

*“The principal of a school is responsible for administering and supervising the school, including the general conduct of students, both on school premises and during activities that are off school premises, and that are organized or sponsored by the school, and shall, in accordance with the policies of the Board, exercise paramount authority within the school in matters concerning the discipline of students.”* [BC Regulation 265-89, Section 5(7)].

All schools shall provide parents/guardians and students with a copy of the school's Code of Conduct (AP 350).

No student shall be disciplined in a manner that appears threatening or intimidating, by either language or gestures. Where the offence is deemed to be of a serious nature, the parents or guardians of the students involved are expected to be present for the disciplinary action.

Where student suspensions are warranted, they will be employed not as isolated events, but rather as an integral part of the larger disciplinary process, the component parts of which will include:

- previous intervention strategies;
- ongoing and supportive communications with parents or guardians;
- appropriate counselling/assistance to students;
- effective follow-up and action plans upon students' return to school.

### **1. Breaches of School Discipline**

Where student conduct is such as to warrant suspension, such suspensions shall be employed pursuant to School District procedures and the *School Act*, and shall be dealt with as follows:

- a. School Principals may suspend students for a period of up to and including ten (10) school days pending an interview with the parents or guardians in an effort to resolve the problem(s).
- b. Contact will be made with parents or guardians prior to any students being sent home during the school day.
- c. Students who are suspended from school as per Section (a) will be expected to carry on with their studies while they are under suspension. Toward that end, such students will be afforded opportunities to complete work/assignments at home. Schools will have local policies as to how students can maintain a learning situation during suspensions.
- d. A written notice/letter of suspension will be provided to parents or guardians at the earliest possible opportunity; such notice/letter to include the following:
  - i. term of suspension, including commencement date and number of days;
  - ii. specific reason(s) for suspension, with reference to breach of school rule(s) and/or School District policy if applicable;

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- iii. reference to relevant section(s) of the *School Act* and/or regulation and School District policy;
  - iv. identification of previous suspensions and number of suspensions;
  - v. request for a parental or guardian interview or alternative means of communication; and,
  - vi. proposed date and conditions of student re-entry.

A copy of such a notice/letter shall be filed with the Superintendent/Secretary-Treasurer (or designate).

- e. Suspensions in excess of ten school days or which extend beyond 10 school days may only be sanctioned by the Superintendent/Secretary-Treasurer (or designate). A request from a School Principal for such a suspension must be made immediately in writing to the Superintendent/Secretary-Treasurer (or designate).

## 2. **Serious Offences**

- a. Students committing such actions as the selling of drugs or alcohol, setting off false fire alarms, seriously physically or verbally assaulting or threatening other students or other persons, while under the jurisdiction of the school, may be suspended by the School Principal for a period of up to ten (10) school days, and the parents or guardians immediately notified in writing of the circumstances or at the School Principal's discretion immediately suspended and referred to the Superintendent/Secretary-Treasurer (or designate). No student so suspended shall be re-admitted until an interview is held with the Superintendent/Secretary-Treasurer (or designate). It is the responsibility of the parent or guardian to seek such an interview.
- b. Upon the occasion of a second such incident, the student shall be immediately suspended and referred to the Superintendent/Secretary-Treasurer (or designate).

## 3. **Appeals of Suspensions of Ten (10) Days or Less**

Parents or guardians wishing to appeal a student suspension of up to and including ten (10) days will be afforded the opportunity to make such an appeal to the School Principal. If the matter cannot be resolved at the school level, it may be referred to the Superintendent/Secretary-Treasurer (or designate). If the matter cannot be resolved at the School District level, it may be referred to the Board subject to AP 165, Appeals, and Appeal By-law No. 2.