

DISTRICT DISCIPLINE COMMITTEE

Background

The consequences of student misconduct are best addressed at the school level. If, however, the conduct of a student poses a serious threat to students and the safe and orderly conduct of a school's environment the District believes that such behaviour may benefit from additional consideration and measures taken by the District Discipline Committee. The purpose of this Administrative Procedure is to establish a District Discipline Committee, to set out how that Committee operates, and to elaborate considerations the Committee may take into account when responding to serious student misconduct.

The Superintendent shall establish a District Discipline Committee to review serious student misconduct. Where appropriate, the Committee is to consider addressing student misconduct through preventative and restorative measures and is to provide students with the opportunity to correct behavioural issues. The Committee may also impose other consequences, including suspension and exclusion from school where appropriate. In all cases the Committee will make decisions which balance the rights of the individual student with those of the larger educational community.

Procedures

1. Committee Composition

- 1.1. The District Discipline Committee shall be comprised of the following:
 - 1.1.1. The Committee Chair (Superintendent);
 - 1.1.2. The Director of Instruction responsible for District discipline;
 - 1.1.3. One School-Based Administrator (from a school not attended by the student);
 - 1.1.4. Other personnel as may be deemed necessary.

2. Purpose of the Committee

- 2.1. The purpose of the District Discipline Committee is to determine the appropriate consequences and measures that are to be taken in response to serious student misconduct, including whether the student's continued presence in the school will be detrimental to the well-being of the student or to other students, or to the overall school environment. Those consequences and measures will be determined at a meeting of the District Discipline Committee which the student and his/her parents are to attend if at all reasonably possible. When meetings of the District Discipline Committee are held, the Committee will:
 - 2.1.1. Endeavour to ensure both school personnel and the student have an opportunity to present information about the nature and circumstances of the student behaviour, along with relevant background information and the impact of the situation possibly requiring further disciplinary or other measures;

- 2.1.2. Allow both school personnel and the student to answer questions that the Committee may have regarding the incident;
- 2.1.3. Make a decision about any additional consequences and/or remedial/preventative or restorative or other measures that are to be taken to address the student conduct, including whether there is to be any change or conditions made regarding the student's educational program and/or placement.

3. Referral Process

- 3.1. The Principal of the school where the student is enrolled is responsible for making an initial determination as to whether a student's referral to the Discipline Committee may be warranted.
- 3.2. Before the decision to refer the student is made, the Principal must consult with the Director of Instruction responsible for District discipline to determine whether the referral is appropriate.
- 3.3. Upon a decision being made by the Director of Instruction to refer a student to the District Discipline Committee, the parent(s) shall be provided with written notification of this referral by the Principal advising them of the decision. The letter is to cite details of the student misconduct under investigation and shall cite relevant provisions of the School Act and/or School/District Student Codes of Conduct.
- 3.4. The Principal shall ensure that all necessary information and documentation relevant to the student conduct in question, and which will be considered by the District Discipline Committee, is forwarded to the Director of Instruction responsible for District discipline in a timely manner. The Director of Instruction shall, in advance of the District Discipline Committee meeting, provide this information to the student and/or parent(s). The information shall include:
 - 3.4.1. Identification of the student – birth date, address, telephone number, parents' or guardians' names, school and placement;
 - 3.4.2. Copies of relevant school records – permanent record card, attendance records, discipline records, report card marks, and relevant medical records, student individual education plan (if relevant);
 - 3.4.3. Anecdotal record of the incident that was recorded as soon as possible after the incident occurred.
- 3.5. The Director of Instruction responsible for District discipline will advise the Principal and the parent(s) of the date, time and location of the meeting of the District Discipline Committee and will make a reasonable attempt to schedule the meeting at a mutually convenient time for the District and the student's parents;
- 3.6. The student and at least one parent is to attend the District Discipline Committee meeting if at all possible, but the meeting may proceed in their absence provided that they had reasonable notice of the meeting and chose not to attend;
- 3.7. A student who has been referred to the District Discipline Committee and who voluntarily withdraws from enrolment in the District prior to the District Discipline Committee meeting will not be re-admitted to any District school or program until he/she has met with the Committee.

4. Meeting Process

- 4.1. At a meeting of the District Discipline Committee, the Committee Chair will outline the purpose of the meeting;
- 4.2. The Principal will be provided with an opportunity to present the Committee with information regarding the student misconduct that resulted in the referral to the Committee.
- 4.3. The student will be provided with an opportunity to share his/her perspective on the incident in question.
- 4.4. Parent(s) will be given the opportunity to raise issues and/or provide other relevant information.
- 4.5. Committee members may ask questions of the student, parent(s), and Principal to gain clarification or additional perspective.
- 4.6. The student, parent(s) and Principal will be asked to leave the meeting and the Committee will review the material that was presented and make a decision regarding what, if any, further consequences or measures are to be taken in response to the student behaviour, including whether there is to be any change to the student's educational program and placement.
- 4.7. As soon as is practical, the Director of Instruction responsible for District discipline will advise the Principal and parent(s), by telephone, of the Committee's decision. A letter formalizing the decision will be forwarded to both the Principal and the student's parent(s) as soon as is practicable thereafter.
- 4.8. The decision of the Committee will be reported to the Board at its next in-camera meeting.

5. Decisions of the District Discipline Committee

- 5.1. Following a meeting as described in this Administrative Procedure, the District Discipline Committee may direct:
 - 5.1.1. That a student continue in, or return to school on the basis of his/her agreeing to adhere to specified conditions;
 - 5.1.2. That a student be suspended for an extended period of time or that a current suspension be extended;
 - 5.1.3. That the student be placed in another District school or educational program;
 - 5.1.4. That certain conditions be met prior to the student being re-admitted to a District school/program;
 - 5.1.5. That the student, where appropriate, be excluded from receiving an educational program in a District school or program;
 - 5.1.6. Any other measures which are appropriate and warranted.
- 5.2. The Committee may seek the input of other District employees or agencies involved with the student prior to making a decision regarding the student.
- 5.3. In the event that a student under the age of sixteen (16) is denied access to a school-based educational program, the District acknowledges its responsibility to make an alternate form of program delivery available to the student.

6. Denial of Access to Educational Program

- 6.1. In the case of a student sixteen (16) years of age or older, the Committee may decide that the District refuse to offer an educational program to the student;
- 6.2. In the event that a student is denied access to an educational program in the District, that student shall not be re-admitted to any District school or program without first meeting with the District Discipline Committee and receiving its approval for re-admittance.

7. Right to Appeal

- 7.1. Board Policy 13 – Appeals Bylaw, states, “A student entitled to an educational program in the District, or a parent of such student, may appeal a decision of an employee of the District which significantly affects the education, health or safety of the student.”
- 7.2. The student and/or parent(s) will be advised by the Director of Instruction, in writing, of their right to appeal any decision made by the District Discipline Committee.

Reference: Sections 6, 7, 8, 17, 20, 22, 26, 65, 79, 85 School Act

Adopted: November 2019

Revised: