

Section:	Curriculum & Instruction
Policy:	6.11
Revised:	January 2021
Approval:	Motion #228

6.11 Discipline Policy

1. Rationale

The guidelines for discipline at Kootenay Christian Academy promote restorative responses to negative actions. Students are encouraged to grow in the grace and knowledge of the Lord Jesus Christ, and to take up the challenge of being conformed to Christ's image. Specific expectations for behavior for all students are outlined in the Code of Conduct. We all realize that no one is perfect or free from blameworthy behaviour, and that expectations will not always be met. Appropriate consequences will be given at these times. Sometimes there may be variations in the consequences for similar student behavior. Although not limited to these factors, age, mental ability, previous involvement in inappropriate behavior, intent, et cetera may be considered, which would lead to different consequences for different students involved in similar negative behaviour. Although we do not expect perfection, an earnest continuing desire from each student to meet both the school's and the Bible's standards are a necessity.

Discipline at Kootenay Christian Academy has these objectives:

- 1.1. To develop and maintain the optimum environment for learning.
- 1.2. To correct behaviour that is disruptive or destructive to the learning environment.
- 1.3. To train students in behaviour patterns that will be helpful to themselves and to the school community in supporting and achieving goals of spiritual, intellectual, physical, and social development.
- 1.4. To remove, as a last resort, recalcitrant students so that the learning environment may be maintained.

2. Policy

- 2.1. The principal will establish a Code of Conduct for the students at the school. The Code of Conduct will include expectations for attendance and behaviour. The Code of Conduct must be consistent with the Independent School Act and KCA school policies.
- 2.2. It is the duty of all school staff to enforce the Code of Conduct.
- 2.3. The Code of Conduct is in effect while students are at school or at any school activity, wherever or whenever they are held.
- 2.4. Misbehaviour off campus and out of school hours is first and foremost a parental responsibility. While this behaviour may be a concern to the school, as a rule this is for serious offences only. In these cases, the school will contact the home and

discuss the concerns with the parents/guardians. The school will work with the family to bring about and change in behaviour. If the student fails to implement these changes then s/he will be subject to disciplinary action.

- 2.5. For matters of discipline, safety and student conduct, prompt notification of parents / guardians is essential.
- 2.6. A written record shall be kept of all serious offenses, with a description of the offense and the consequence given. Use of behaviour reports and counselling reports are required to document infractions.
- 2.7. The principal is responsible for assessing situations and making disciplinary decisions. The concept of progressive discipline will be used for disciplinary action.

3. Procedures

3.1. Student Code of Conduct

The Student Code of Conduct will outline specific behavioral expectations for students. It will be communicated to students and parents in the Student Handbooks and in other school publications throughout the year. Behaviour will be tracked and recorded through the school's Behaviour Report.

Generally, breeches of the Code of Conduct fall into 3 categories:

- 3.1.1. Minor Offences - will be dealt with by the classroom teachers and sometimes the parents. Consequences may involve detentions, community service or parent meetings. Examples of minor offences could include: breaking the dress code, being late for class, disrupting class.
- 3.1.2. Major Offences – notification will go out to parents and in some cases administration. Examples of major offences could include: repeat offender of minor offences, willful disobedience, entering into a power struggle with school staff, inappropriate language/touching, leaving campus without permission, truancy, tampering with the property of others, first instance of behaviour that causes or creates pain or injury to another person (includes bullying, teasing, harassing, intimidating, swearing).
- 3.1.3. Serious Offences - parents and administration will be notified. Consequences will always include a suspension and if serious enough, may include expulsion. Examples of serious offences include: repeat offenders of major offences, use or possession of weapons, smoking, assault/fighting, sexual harassment, uttering threats, use of alcohol / drugs / dangerous substances, vandalism. If there is sufficient evidence, in the opinion of a staff member, that a student, while under school supervision, has violated a federal or provincial statute, the matter will be reported to the parents and to the RCMP. A Violence Threat Risk Assessment (VTRA) will be conducted. (see VTRA and Fair Notice Policy)

3.2. Sequence of Discipline

The goal of all discipline is to help the individual develop self-discipline, restore relationships, and protect the other members of the community.

Ordinarily the sequence of discipline followed will be:

- 3.2.1. Behaviour Reports - Counseling
- 3.2.2. Progressive Discipline - Behaviour Record (may include probation)
- 3.2.3. Suspension
- 3.2.4. Probation
- 3.2.5. Voluntary Withdrawal
- 3.2.6. Expulsion

3.3. Procedures for Parents

When parents/guardians are concerned with a disciplinary action involving their child, they should follow the following procedures:

- 3.3.1. After hearing the child's report, contact the staff member involved for his/her perspective on the issue.
- 3.3.2. Try to resolve the problem at the lowest level of authority. Do not skip any of these levels when appealing.
 - 3.3.2.1. Teacher
 - 3.3.2.2. Vice Principal and/or Principal
 - 3.3.2.3. School Board

3.4. Probation

Probation is a period of time during which the student's enrolment is in doubt. If a student's attitude is not in accordance with the school policies or principles, even after disciplinary measures have been taken, the student will be counselled and put on probation by the principal. Parents will be notified.

Probation gives the student a final opportunity to correct a serious problem. If s/he does not improve to a satisfactory level, the consequences will be expulsion or forced withdrawal from the school.

3.4.1. Reasons for probation:

- 3.4.1.1. insufficient academic progress due to an uncooperative attitude
- 3.4.1.2. continued, deliberate disobedience
- 3.4.1.3. a rebellious spirit which is unchanged after counselling and prayer
- 3.4.1.4. a continued negative attitude and poor influence upon other students
- 3.4.1.5. committing a serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school
- 3.4.1.6. failure of the parents to comply with the disciplinary procedure of the school

Limited Activities - a student on probation may not be allowed to participate in extra-curricular activities while on probation. S/he must relinquish all positions of leadership and responsibility for the remainder of the school year.

If a student continues to exhibit unacceptable behaviour, the parents will be asked to withdraw the student, or the student will be expelled.

3.5. Suspension

A suspension is, by definition, a removal of a student's right to attend regularly scheduled classroom instructional sessions. The suspension can be in school or out of school and can be up to 10 school days in duration.

The administration may suspend a student when he/she deems the circumstances warrant that level of discipline. However, it is understood that the suspension process will only be pursued when other alternatives have failed, or when an action is severe enough to warrant removal of the student. It will be the principal's responsibility to inform parents/guardians of a suspension and involve the parents and the student in the resolution of a suspension. The written notice to the parents should contain the specifics of what led to the suspension as well as the specifics of the suspension. While on suspension, a student forfeits his/her privilege of participating in curricular and extracurricular activities. Students will be expected to complete all assignments, tests, and notes given during the period of suspension within three days of the end of suspension.

3.6. Expulsion

If the behaviour of a very serious nature is involved, the process may proceed to expulsion without having first exhausted the other steps. When this occurs, the student will be immediately indefinitely suspended until the expulsion process is completed. An expulsion is, by definition, a removal of a student's right to attend school.

If the school principal recommends expulsion, it is the duty of the School Board to ensure that due diligence has taken place regarding the steps of action taken. The student/parent(s)/guardian(s) will be informed of the school's decision and will be verbally notified of their right to appeal and the process whereby an appeal may be launched to the School Board, which will act as the Appeal Committee. If an appeal of the decision is going to be made to the School Board, the student/parent(s)/ guardian(s) must file the appeal in writing with the principal within 5 working days following receipt of the school's decision. If an appeal is not made within the specified time period, the decision of the school regarding expulsion shall be final and not subject to any further appeal.

Expulsion of one child, in of itself, shall not jeopardize the continued enrolment of any siblings; however, lack of parental support for the Discipline Policy may.

3.7. Guidelines for Administrators, Teachers and Staff

All staff members, who are involved in the discipline process should be familiar with the following Guidelines to help them carry out their responsibilities in the school community

When implementing discipline all teachers and administrators at Kootenay Christian Academy will follow the basic principles of fair procedure as outlined below:

- 3.7.1. All decisions should be made according to school policies.
- 3.7.2. Decision-making should be transparent.
- 3.7.3. Rules of natural justice should be followed:
 - 3.7.3.1. Right to know the allegations against you.
 - 3.7.3.2. Right to reply to your allegations.
 - 3.7.3.3. Right to an unbiased decision-maker to hear your case/appeal.
- 3.7.4. Actions should be taken in good faith—without malice.
- 3.7.5. The parents/students will be notified of their right and process to appeal.

The basic elements of fair procedure when dealing with student discipline will be followed as outlined below:

- Students need to know what is expected of them and what their responsibilities are. Therefore, all general school rules and expectations for students will be clearly outlined in student handbooks.
- A student who is accused of breaching a rule must have notice of what he is accused of, with the essential facts of what he is alleged to have done.
- An accused student must be given an opportunity to tell his/her side of the story. The right to be heard is a fundamental element of procedural fairness. Where the stakes are minor, this can be satisfied by the principal or teacher asking the student to explain his/her actions. More serious matters require more formal processes.
- The students and parents must be informed of the appeal procedure.
- There must be an assurance of no retribution for pursuing an appeal.

3.8. Re-enrolment of Expelled Students

Parents who wish to re-enrol an expelled student may request such by letter to the Principal. The letter should indicate the evidence of a changed attitude and behaviour sustained over a period of time that would warrant consideration. The principal may choose to re-enrol the student with or without probationary conditions or may refuse to accept the re-enrolment.

Copies of the Discipline Policy overview and forms shall be reviewed and distributed/published to students and families every year.