

Aurora Academic Charter School Administrative RegulationCategory: **F. Student Policies****Code: AR 6040**Policy Name: **Student Discipline**

Issue Date	November 16, 2015
Revision Date	
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Objective:*To provide direction for implementation of the Board Policy on Student Discipline.***Definitions:**

1. Suspensions are defined as exclusions of up to five school days from regular student activities (classes, school, riding on a school bus, or extra-curricular activities). A suspended student may be reinstated by the Principal within five days.
2. Expulsions are defined as exclusions from regular student activities for more than ten school days.

Responsibility:*Teachers and School Principals.***Regulation:****Removal from Class**

1. A teacher may remove a student from a class period subject to the following procedures:
 - a. The teacher informs the student about the removal and the reasons for the removal.
 - b. The student is given an opportunity to offer an explanation for his/her action.
 - c. The teacher directs the student to administration to remain under the supervision of the school until the student's normal class dismissal time.
 - d. The teacher reports all of the circumstances surrounding the removal to the Principal.
 - e. The teacher informs the parents of the student via the homework book of the removal and the circumstances surrounding it.
2. The Principal, in consultation with the relevant teacher, may follow one of the following courses of action:
 - a. Reinstate the student
 - b. Conditionally reinstate the student
 - c. Remove the student from one or more classes for a certain term
 - d. Suspend the student from school for a certain term

Suspensions

1. Suspensions should generally be used only after less severe forms of action have been taken.
2. Circumstances under which suspension may be considered include but are not limited to:
 - i. Habitual neglect of duty
 - ii. Open opposition to authority
 - iii. Use of improper or profane language
 - iv. Inappropriate or threatening behaviour
 - v. Disruptive classroom behaviour

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- vi. Deliberate and wanton destruction of property
 - vii. Personal or sexual harassment
 - viii. Actions which are injurious to the moral tone or well-being of the school or individuals
 - ix. Use, possession of, distribution of, or active contact with drugs or alcohol on school property or in the context of any school-related activity
 - x. Possession of or active contact with a weapon on a student's person or in a student's locker
 - xi. Possession of tobacco or smoking on school property (as per policy 8080)
3. If the student is not to be reinstated within five school days after the date of the suspension, the Principal shall forthwith inform the Board of the suspension and report to the Board all the circumstances respecting the suspension and the Principal's recommendation. The student remains suspended until the Board has made a decision according to the *Education Act*.
4. The Board shall within ten school days after the date of the suspension reinstate the student or expel the student from school in accordance with the *Education Act*.

Suspension from School and School-Related Activities

1. The Principal may suspend a student from:
 - a. One or more class periods
 - b. One or more courses or education programs
 - c. School
 - d. Riding on a school bus
2. When a Principal suspends a student from school, school activities or riding the school bus, the following procedures will apply:
 - a. The Principal will confer with the affected staff to gather information about the student's misbehaviour.
 - b. The Principal will inform the student about the proposed suspension, its consequences, and the reason the suspension is being considered.
 - c. The student will be given an opportunity to offer an explanation for his/her behaviour.
 - d. If a suspension is deemed warranted, the Principal will inform the student of the reason for the suspension and length of the suspension.
 - e. The Principal shall forthwith inform the parents/guardians of the student by telephone of the suspension, including reasons and length, and shall report in writing all the circumstances respecting the suspension to the parents/guardians with a copy to the Superintendent.
 - f. The Principal shall, if requested, provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
 - g. Where a student is not to be reinstated within five school days of the date of his/her suspension, the Principal shall immediately report in writing all the circumstances of the suspension to the Board, together with his/her recommendations.
 - h. Upon receiving a report from a Principal, the Board shall, within ten (10) school days from the first day of suspension, reinstate or expel the student.

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- i. Before the Board makes the decision, the student and the student's parent may make representations to the Board with respect to the Principal's recommendation to expel the student.

Suspension with Recommendation for Expulsion

- 1. When the student's misbehavior or history of misbehavior is very serious, the Principal may suspend the student and refer the matter to the Board along with a recommendation for expulsion.
- 2. When a suspension with recommendation for expulsion is referred to the Board, the following procedures will apply:
 - a. The Principal shall inform the parents/guardians of the student and the Superintendent by telephone and shall immediately report in writing all the circumstances of the suspension to the parents/guardians with a copy to the Superintendent. Parents/guardians shall be advised (by double registered letter) of the date of the Board meeting at which the hearing will be held, their right to make representations to the Board with respect to the Principal's recommendation to expel the student.
 - b. The Board, or a Committee of the Board empowered to act on behalf of the Board shall, within ten (10) school days from the first day of the suspension, conduct a hearing into the case and render a decision to either reinstate or expel the student from school.
 - c. The Principal shall present documents and statements outlining the circumstances leading to the suspension with recommendation for expulsion and other relevant data that may assist the committee to make a judgement. Information will include documented instances of inappropriate student behavior as well as administrative responses to the behavior. The Principal will also be required to make a recommendation regarding the disposition of the case.
 - d. The procedure to be followed in conducting the hearing is as follows:
 - i. The Chairman or the Chairman's designate will chair the meeting.
 - ii. The Principal or designate will present his/her report documenting the case along with a recommendation for disposition.
 - iii. The student and parents/guardians will be given an opportunity to respond to the information presented as well as to add information they feel is relevant.
 - iv. The Committee may ask questions or request additional information from parents/guardians, students or personnel.
 - v. The Board Committee shall, without administration (other than the Superintendent), students or parents/guardians present, debate the merits of the case and make a decision to reinstate or expel the student.
- 5. The Committee's decision is deemed to be a decision of the Board. The Board decision shall be communicated in writing to the student and parents/guardians with copies sent to the Principal and the Superintendent. If a student is expelled, the board shall forthwith notify, in writing, the student's parent, and the student if the student is 16 years of age or older of the expulsion and of the right to request a review by the Minister.
- 6. The Board may re-enroll a student who has been expelled.
- 7. If the student is expelled, the Board must offer the student an alternative education program

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Expulsions

1. Expulsion procedures are consistent with the *Education Act*.
2. Expulsion will only be used when:
 - a. It is deemed that other means of corrective action including consultation with parents and suspensions have failed to achieve orderly and appropriate student behaviour.
or
 - b. The student's continued presence in the school is deemed to seriously threaten or disrupt the orderly functioning of the school or the student's presence is deemed to be a danger to persons or property.
3. Expulsion procedures must ensure that the rules of natural justice and due process are followed, including a right to request a review of the Board's decision to the Minister.
4. The seriousness of misbehavior may warrant immediate suspension or a recommendation to the Board for expulsion on the first offense.

References:

BP 6040 Student Discipline

The Education Act