

# Student Discipline

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## Policy 6

## Student Discipline

### 1. Policy

Student discipline at Tempo School, except in extreme cases of misbehavior, is progressive. It generally moves from measures that are intended to improve a student's behavior to measures that are intended to protect the school and its students from the harmful and disruptive effects of irremediable behavior. Disciplinary measures normally entail notification of parents, aim to impose sanctions in proportion to the behavior from which the need for discipline arises, and are consistent with the *School Act*. Should anything in this policy conflict with the provisions of the *School Act*, the *Act* will take precedence. Except in cases of informal warnings, because Tempo conceives of itself as a partnership with parents, when a student is disciplined his or her parents will be notified.

### 2. Purpose

2.1. Tempo School exercises discipline to preserve a teaching and learning atmosphere that is conducive to the success of our academic undertaking, that is, an environment both in and out of the classroom that is tolerant, respectful, orderly and safe. Tempo requires of its students and its staff a high level of civility in their dealings with one another.

### 3. Regulations and Procedures

3.1. Except in cases of informal warnings, because Tempo conceives of itself as a partnership with parents, when a student is disciplined his or her parents will be notified.

3.2. Except in extreme cases, unacceptable or inappropriate student behavior will normally, in the first instance, receive a corrective warning. Subsequent or repeated unacceptable or inappropriate student behavior will be met with an appropriate level of exclusion as set out below.

3.3. A student may be excluded from a class by a teacher for up to one class period.

3.3.1. When a student is excluded from a class by a teacher, the appropriate School Head will be notified.

3.4. A student may be given an in-school suspension – that is, excluded from attending classes.

3.4.1. The decision to impose an in-school suspension will be made by the appropriate School Head in consultation with teachers.

3.4.2. An in-school suspension is normally for a day's duration and will not, in any case, exceed five days' duration.

3.4.3. The Head Master will be informed of decisions to impose an in-school suspension.

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3.4.4. In making a decision to impose an in-school suspension of more than one day, the School Head will inform the student's parents and give them the earliest possible opportunity to discuss the matter.

3.5. A student may be suspended.

3.5.1. A suspension is an exclusion from school, normally for a period of up to five days, but not, in any case, for more than ten days.

3.5.2. The decision to suspend a student is made by the appropriate School Head in consultation with the Head Master.

3.5.3. Before a decision to suspend a student from school is made, the School Head will inform the student's parents and give them the earliest possible opportunity to discuss the matter.

3.5.4. If the student is not to be reinstated within 5 school days after the date of the suspension, the Head Master will

3.5.4.1. inform the Board of the suspension, and

3.5.4.2. report in writing to the Board all the circumstances respecting the suspension and make recommendations for further action to the Board.

3.6. A student may be expelled.

3.6.1. Expulsion is exclusion from the school for a period exceeding 10 days.

3.6.2. The decision to expel a student can only be taken by the Board.

3.6.3. The Head Master must submit a written report setting out the grounds for expulsion, showing, for example, that

3.6.3.1. the student has displayed an attitude of wilful, blatant and repeated refusal to comply or

3.6.3.2. the student's conduct is injurious to the physical or mental well-being of others in the school.

3.6.4. The Board shall, within 10 school days after the date of the beginning of the suspension

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3.6.4.1. reinstate the student, or

3.6.4.2. expel the student from school.

3.6.5. Before the Board makes a decision to expel a student, the student and the student's parents may make representations to the Board with respect to the Head Master's recommendation to expel the student.

3.6.6. When a student is expelled, the board shall forthwith notify, in writing, the student's parents, and the student if the student is 16 years of age or older.

### 4. Suspension and Expulsion

4.1. The goal of suspension is reformation of a student's conduct.

4.2. Suspension is applicable when, for example:

4.2.1. other means of corrective action have failed to bring about orderly and appropriate conduct on the part of the student; or

4.2.2. the student's presence is disruptive or threatens to disrupt the orderly functioning of school activities.

4.3. The goal of expulsion is to preserve the integrity of the school.

4.4. Grounds for expulsion exist when a student has demonstrated:

4.4.1. conduct injurious to other students and/or school staff members,

4.4.2. wilful damage of school property,

4.4.3. wilful disobedience,

4.4.4. open opposition to authority,

4.4.5. conduct that interferes with or threatens the orderly functioning of the school or adversely affects the well-being of the school.

### 5. Appeals

5.1. Decisions made under this policy may be appealed either by the parents of a student being disciplined or the student, if is sixteen years of age or older.

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5.2. Appeals are made in writing to the administrative supervisor of the person making the decision according to the following hierarchy:

5.2.1. Teacher

5.2.2. School Head

5.2.3. Head Master

5.2.4. Board

5.2.4.1. Decisions of the Board are final.

### 6. Definitions

The "Board" is the Board of Tempo School as set out in the Tempo Act (1967).

6.1. The Head Master is the employee of the Board charged with general oversight of Tempo School.

6.2. A School Head is the teacher charged with the day to day instructional management of a part of the school.

6.2.1. Tempo has three School Heads, one supervising each of the Lower School (grades K-4), the Middle School (grades 5-8), the Upper School (grades 9-12).

7. Effective Date: 1 April, 2010

*Approved by the Board 31 May 2010*