



Huron-Perth Catholic District School Board

POLICY: PROGRESSIVE DISCIPLINE AND STUDENT CONDUCT

Adopted:	September 24, 2001	Policy #:	3D:10
Revised:	October 22, 2012	Policy Category:	Student Services

POLICY STATEMENT:

The Huron-Perth Catholic District School Board is committed to working with families, parishes, and community partners in maintaining safe and orderly Christ-centred learning environments. The Board has determined that progressive discipline will be the framework for all discipline in its schools, and that building a safe and caring school environment through appropriate interactions between all members of the school community is the responsibility of all staff.

Each school will develop, maintain, and communicate high standards of behaviour in order to help students and staff establish appropriate behaviours and discipline strategies.

PROCEDURE:

1. Definition

Progressive Discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. It includes a response to misbehaviour which shifts the focus from punitive to corrective and supportive. It also includes a range of responses that include learning opportunities for reinforcing positive behaviour while helping students make good choices.

2. Range of Responses

The components of an in-school progressive discipline continuum include but are not limited to:

- verbal or non-verbal messages from teacher or adult in authority
- re-location within the classroom or learning environment
- private consultation with student, to cause student to reflect (orally or in writing), to develop alternative behaviours and to reprimand if necessary
- collaboration with parent or guardian
- detention or loss of privileges
- collaboration with other school personnel (for instance, principal or vice-principal)
- referral to other school personnel
- peer mediation
- restitution, restorative justice, or community service
- suspension
- expulsion

3. School Code of Conduct

- a) The principal, in consultation with school staff and school council, will develop a School Code of Conduct which incorporates the standards of behaviour outlined in the *Provincial Code of Conduct 2007*, found in the *Procedures Manual* of this policy.
- b) The School Code of Conduct shall:
 - i. identify pupil behaviours that are inappropriate and that, without excluding less serious behavior, include bullying, sexual assault, gender-based violence and incidents based on homophobia, trans phobia or biphobia;
 - ii. provide for appropriate consequences for pupils who engage in inappropriate behavior;
 - iii. provide for progressively more serious consequences for repeated or more serious inappropriate behavior;
 - iv. provide support for pupils who are impacted by inappropriate behavior, and for pupils who engage in inappropriate behavior, to assist them in developing healthy relationships, making good choices, continuing their learning and achieving success;
 - v. provide for prevention strategies;
 - vi. provide for early and ongoing intervention strategies.
- c) On an annual basis, the principal will review the School Code of Conduct with school council and with all teachers and educational assistants. This annual review with staff will include:
 - i. emphasis on the importance of all teachers and other staff members in a school increasing their understanding and awareness of inappropriate pupil behavior;
 - ii. strategies for all teachers and other staff members in a school to increase their ability to respond to inappropriate pupil behavior in an appropriate and timely manner.
- d) On an annual basis, the principal will communicate the School Code of Conduct to all students, parents, and staff. This annual communication shall include:
 - i. a process that parents or guardians of pupils can follow if they have concerns about the support provided to their child;
 - ii. strategies to support students who witness bullying and procedures that allow students to report incidents of bullying safely and in a way that minimizes possibility of reprisal;
 - iii. a process that allows parents/guardians and other persons to report incidents of bullying.
- e) The principal shall post the school's Code of Conduct on the school's web-site.

4. Dealing with Specific Incidents

- a) The principal, in dealing with specific incidents of student misbehaviour, will act in accordance with the School Code of Conduct as well as the *Provincial Code of Conduct 2007*, *Police / School Board Protocol*, and *Dealing with Specific Incidents*, which are found in the *Procedures Manual* of this policy.

- b) All staff, in dealing with incidents of student misbehaviour, will act in accordance with the definition of progressive discipline and its range of responses.
- c) All staff, in dealing with incidents of misbehaviour by students with special needs, will respond in a manner consistent with the expectations of the student's IEP.
- d) All staff are required to respond to incidents of student behaviour that may have a negative impact on school climate. This behaviour includes, but is not limited to, racist, sexist, bullying, or harassing comments. Responding may include asking a student to stop the inappropriate behaviour, naming the type of behaviour and explaining why it is inappropriate and/or disrespectful, and asking the student for a change in future behaviour.
- e) All staff are required to report to the principal if they become aware that a student may have engaged in an activity for which suspension or expulsion must be considered. Behaviours for which suspension must be considered are listed in Board Policy 3D:1; behaviours for which expulsion must be considered are listed in Board Policy 3D:2. A principal shall investigate any matter reported by staff and after investigating, shall communicate the results of the investigation to the appropriate staff member(s).
- f) The principal will inform the parents/guardians of the students who have been harmed as a result of any incident for which suspension or expulsion must be considered, unless:
 - i. the student is 18 years of age or older, or
 - ii. the student is 16 or 17 years of age and has withdrawn from parental control, or
 - iii. in the principal's opinion, and after consulting the superintendent, informing the parent would put the victim at risk of harm from the parent.
- g) The principal, when notifying parents/guardians of the victim, shall disclose:
 - i. the nature of the activity that resulted in harm to the pupil;
 - ii. the nature of the harm to the pupil;
 - iii. the steps taken to protect the pupil's safety, including the nature of any disciplinary measures taken in response to the activity;
 - iv. and the supports that will be provided for the pupil in response to the harm that resulted from the activity.

The principal shall not disclose the name of or any other identifying or personal information about a pupil who engaged in the activity that resulted in the harm, except in so far as is necessary to comply with (i) to (iv) above.

- h) The principal will inform the parents/guardians of the students who the principal believes has engaged in the harmful activity for which suspension or expulsion must be considered, unless:
 - i. the student is 18 years of age or older, or
 - ii. the student is 16 or 17 years of age and has withdrawn from parental control, or
 - iii. in the principal's opinion, and after consulting the superintendent, informing the parent would put the victim at risk of harm from the parent.

- i) The principal, when notifying parents/guardians of the student believed to be the perpetrator, shall disclose:
 - i. the nature of the activity that resulted in harm to the other pupil;
 - ii. the nature of the harm to the other pupil;
 - iii. the nature of any disciplinary measures taken in response to the activity;
 - iv. the supports that will be provided for the pupil in response to his or her engagement in the activity.

The principal shall not disclose the name of or any other identifying or personal information about a pupil who has been harmed as a result of the activity, except in so far as is necessary to comply with (i) to (iv) above.

- j) The principal, when notifying the parents/guardians of the victim(s) and perpetrator(s), shall invite the parents/guardians to have a discussion with the principal about the supports that will be provided for his or her child.