



Policies and Procedures

Section Four – Curriculum and Instruction

409 – DISCIPLINE

409.1 – General Discipline Policy

Introduction

The guidelines for discipline at Kelowna Christian School 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 for each division. We all realize that no one is perfect or free from blameworthy behavior, 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 behavior. 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.

Policy 409.1.1

The principal will establish a Code of Conduct for the students at his school. The Code of Conduct will include expectations for attendance and behavior. The Code of Conduct must be consistent with the School Act and KCS school policies.

Policy 409.1.2

It is the duty of all school staff to enforce the Code of Conduct.

Policy 409.1.3

The Code of Conduct is in effect while students are at school or at any school activity, wherever or whenever they are held.

Policy 409.1.4

For matters of discipline, safety and student conduct, prompt notification of parents / guardians is essential.

Policy 409.1.5

The principal is responsible for assessing situations and making disciplinary decisions. The concept of progressive discipline will be used for disciplinary action.

PROCEDURES

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. Generally, breaches of the Code of Conduct fall into 3 categories:

Minor Offences - will be dealt with by the classroom teachers and sometimes the parents. Consequences will usually involve detentions, community service or parent meetings. Examples of minor offences could include: breaking the dress code, being late for class, disrupting class.

Major Offences – notification will go out to parents and in some cases administration. A major offence usually carries an automatic suspension. 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 behavior that causes or creates pain or injury to another person (includes bullying, teasing, harassing, intimidating, swearing).

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.

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:

1. Counseling
2. Progressive Discipline
3. Suspension
4. Probation
5. Voluntary Withdrawal
6. Expulsion

3 – Procedures for Parents

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

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

4 - 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 principal or vice principal 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 extra-curricular activities.

5 - Expulsion

If behavior 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 Superintendent 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 Superintendent 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.

6 – Appeal of Expulsion

Student/parent(s)/guardian(s) must appeal the expulsion in writing to the Superintendent within the specified time period of 5 working days following the receipt of the decision from the school. Upon a timely appeal the School Board shall set the time, date and place of the appeals meeting and the Superintendent will be responsible to ensure all parties (including the student’s advocate if applicable) have been given this information. At this meeting the School Board will receive oral and written submissions from the parties involved in the original decision. After the School Board has heard all relevant testimonies, those parties who were present during the initial school based decision hearing shall absent themselves from the meeting when the School Board makes their decision on the appeal. The decision made by the School Board at the appeals meeting will be binding on all parties. The Superintendent will give verbal notice within one working day after the decision is made to the student/parent(s) guardian(s) and advocate (if applicable). Within three working days of the appeals meeting, written notice of the decision will be mailed to the student/ parent(s)/guardian(s) and advocate (if applicable).

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

7A. Procedural Fairness When Implementing Discipline

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

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

7B. Fair Procedures When Dealing With Student Discipline

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.

8 – Re-enrolment of Expelled Students

If a student has been requested to withdraw or is expelled from KCS, he/she will be permitted to apply for re-admission after an absence of one calendar year pending a successful re-enrollment interview and a positive pastor's reference.