



## AP 354 – DISCIPLINE

### BACKGROUND

Saskatoon Public Schools believes that the disciplining of students should be corrective rather than punitive in nature. Staffs are encouraged to determine the cause of misbehavior and try to rectify it through various means, including consultation with other staff members, parents and/or students. When disciplinary action is required, the principal shall delegate the administration of such disciplinary measures as may be necessary. The level of discipline should reflect that which would be exercised by a kind, firm and judicious parent. Practices involving the application of corporal punishment are forbidden.

### PROCEDURES

1. A principal may suspend a student from school for not more than three school days at a time for overt opposition to authority or serious misconduct; and report the circumstances of the suspension and the action taken to the parent or guardian of that student and the superintendent of education.
2. A principal (in consultation with the superintendent of education) may suspend a pupil for a period not exceeding 10 school days where the principal receives information alleging, and is satisfied, that the pupil has:
  - 2.1. persistently displayed overt opposition to authority;
  - 2.2. refused to conform to the rules of the school;
  - 2.3. been irregular in attendance at school;
  - 2.4. habitually neglected his or her duties;
  - 2.5. willfully destroyed school property;
  - 2.6. used profane or improper language; or
  - 2.7. engaged in any other type of gross misconduct.
3. Where a principal suspends a student pursuant to section (2), the principal shall:
  - 3.1. immediately:
    - 3.1.1. report the matter to the superintendent of education;
    - 3.1.2. notify the parent or guardian of the student of the circumstances of the suspension and the action taken; and
    - 3.1.3. inform the student of the reason for his or her suspension; and
  - 3.2. as soon as is practicable (within 48 hours after the suspension begins):
    - 3.2.1. prepare a written report of the circumstances of the suspension and provide it to:
      - 3.2.1.1. superintendent of education; and
      - 3.2.1.2. the parent or guardian of the student; and



- 3.2.2. on the request of either the student or his or her parent or guardian, grant a hearing to the student and his or her parent or guardian.
4. The superintendent of education shall confirm, reduce or remove the suspension before the expiration of the period of suspension pursuant to section (2) and:
  - 4.1. after consultation with the principal and any other persons he or she considers appropriate; and
  - 4.2. after granting a hearing to the student and his or her parent or guardian.
5. After confirming, reducing or removing a suspension pursuant to section (4), the superintendent of education shall immediately submit a written report to the board of education setting out the circumstances of the suspension.
6. A committee comprised of the director of education, deputy director of education, and board chair may choose to investigate the circumstances of a suspension submitted to it pursuant to section (5), the investigation shall be concluded before the period of suspension ordered pursuant to section (4) ends.
7. The committee referenced in section (6) may suspend a student from all or any of the schools in the school division for a period not greater than one year where the committee:
  - 7.1. has conducted an investigation pursuant to section (6); and
  - 7.2. is satisfied, based on the investigation, that the student has acted in a manner that warrants suspension for a period greater than 10 school days.
8. Where the committee in section (6) pursuant to section (7) makes a decision to suspend a student that decision;
  - 8.1. Is deemed to be a decision of the board of education and has the same force and effect as if it were made by the board of education;
  - 8.2. Shall be reported immediately to the board of education;
  - 8.3. May be altered, amended, or revoked by the board of education at a subsequent meeting of the board of education.
9. The student and his parent or guardian shall be given:
  - 9.1. Notice of every investigation pursuant to sections (6) and (7);
  - 9.2. An opportunity to appear and make representations before the committee appointed in section (6).
10. Where a student has been suspended pursuant to sections (7) and (8):
  - 10.1. At the expiration of any period that the board of education may specify in the resolution suspending the student, the student and his or her parent or guardian may request the board of education to review and reconsider the suspension of the student; and
  - 10.2. On receipt of a request pursuant to clause 10.1 and where the board of education considers it to be appropriate, the board of education may:
    - 10.2.1. Rescind or vary the resolution suspending the student; and
    - 10.2.2. Admit the student to a school on those terms and conditions that the board of education considers appropriate.



## Administrative Procedures Manual ♦ Section 354 - Discipline

11. Where the actions of a student create a safety risk for another student, Administrative Procedure 357 – Safe and Caring Schools: Violent Threat/Risk Assessment will guide the actions of the school and the division.
12. The expulsion of students is governed by Section 155 of *The Education Act, 1995*.

Reference: Section, 154, 155, Education Act, SPS Administrative Procedure 357.  
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