

Discipline and Procedural Fairness Policy

General Statement

Studio9 authorizes teaching and administration personnel to use reasonable and appropriate disciplinary measures.

However, in no way are the teaching and administration personnel authorized to use any physical, sexual, psychological abuse; harassment; and/or assault.

It is expected that parents as well as the Principal will be advised and consulted in cases of student discipline concerns.

When discipline is issued, the decision is made in accordance with the principles of procedural fairness and natural justice. These procedures encompass the following elements:

- If the authority is intending to consider a matter that may affect a student's rights, the student and parent/guardian of the student will be informed of the matter;
- The student and/or the parent/guardian of the student will be given a reasonable opportunity to make oral/written submissions to the authority regarding the decision(s) being made;
- The student and the parent/guardian of the student is entitled to be informed of and given the opportunity to respond to all information submitted which might influence a decision, prior to the decision being made;
- The student and the parent/guardian of the student will be told the reasons for the decision; and
- The authority will act in a manner which is unbiased, fair, and open-minded.

When discipline is issued, the authority is required to act in an unbiased manner. Authorities and board members will follow the following guidelines to avoid bias or the appearance of bias:

1. The authority will not prejudge the evidence of the particular circumstances of the student's case.
2. In the case of an appeal of a decision, those who have a close out-of-school relationship, family ties or adversarial relationship with the student or student's family will not be selected for the appeal

committee.

3. In the case of an appeal, the Principal will only participate in the appeal for the purpose of providing testimony, and will not participate in decision-making at appeal levels.

4. In the case of an appeal, the appeal-hearing committee will not hear or receive evidence that will not be shared with the other party in the dispute. The appeal-hearing committee will not receive evidence or representations from administrators or staff in the absence of the person appealing, and avoid the appearance of doing so.

Policy

Studio9 is committed to the principle of restorative justice and to assisting students to interpret social and human relationships.

Studio9 believes that parents, staff and students must work together to ensure that learning takes place in a safe, orderly and nurturing environment in a process of fairness and dignity.

Discipline is part of the teaching-learning process and every effort must be made to teach appropriate behaviour to students, while at the same time recognizing that students must be accountable for their behaviour.

Regulations and Procedures

Studio9 recognizes that despite concerted efforts, serious misbehaviour may occur and schools need to take disciplinary action.

A student may be suspended or expelled for serious misconduct or overt opposition to authority.

a) Suspensions not exceeding three days:

The Principal may suspend a student from school for not more than three days at a time for overt opposition to authority or serious misconduct.

When the Principal or designate suspends a student pursuant to subsection (a) he/ she shall:

- Immediately report the circumstances and action taken to the parent/guardian of that student
- Report suspensions to the Teaching and Administration Staff.

Every effort is made to try and alter behavioural issues at school through dialogue. Occasionally behaviour issues persist or behaviour is of such a nature that suspension or expulsion is necessary to maintain the safety, access to education, and rights of students/staff at Studio9.

Behaviour issues between students will try to be resolved through conflict resolution. Conflict resolution attempts to have the parties involved come to agreement on ways to stop or prevent behavioural issues.

b) Suspension of up to five days:

When moderate behaviour challenges persist or more severe behaviour challenges occur, the student will be spoken with and a parent notified by the teacher or administration. At this point a written warning will be issued by the Principal that explains that a recurrence of this behaviour or similar behaviours will result in suspension. Students will be fully informed of the contents of this letter and how to effectively deal with issues that trigger inappropriate behaviour from the student.

The Principal may suspend a student for up to five days. The Principal will inform the parents/guardians of the student about the suspension. All staff will be reported of the suspension, and teachers will be required to compile work for the student to complete during his/her suspension. During this time, it is expected that students complete all school work that was missed due to the suspension. A medical or psychological note/assessment may be required in order for students to return to Studio9 after a suspension, in order to assure the safety/ability to access education for those attending the school.

c) Suspensions of between five and ten days:

The Principal may suspend a student for a period not exceeding ten school days for serious misconduct, when a student's misconduct has warranted a more severe suspension. This is provided that the student has been previously warned for unsafe/insubordinate behaviour or behaviour that impedes the access to education for others at the school or the behaviour is so extreme in nature that it requires a longer suspension period for the student.

d) Expulsion:

The Principal may issue the expulsion for a student, provided that the student has been previously warned and suspended for unsafe/insubordinate behaviour, illegal behaviour, or behaviour that impedes the

access to education for others in the school or the behaviour is so extreme in nature that it requires immediate expulsion of the student. In such cases the parent will immediately be informed of the expulsion through a letter. Staff will also be notified of the expulsion.

Upon expulsion prepaid tuitions will not be returned.

An expulsion may be appealed (please see *Studio9 Appeals Policy*).