

# **STUDENT DISCIPLINE POLICY**

*Phoenix is a unique learning environment which actively partners with parents in all manners of student learning, including discipline. The spirit of Phoenix' Discipline Policy is to work with parents and staff to encourage and enable students to behave in a socially responsible and respectful manner.*

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While participating in Phoenix activities; including classes, field trips and any other Phoenix event, parents are required to stay on-site or designate a responsible adult to supervise their child(ren). As such, parents are primarily responsible for disciplining their child(ren) or child(ren) in their care.

While participating in Phoenix activities; including classes, field trips and any other Phoenix event, students are expected to adhere to the Student Code of Conduct. Students who breach the Code of Conduct will be disciplined by Classroom Instructors, Teachers, Administration staff, or School Principal as follows;

a assign an alternative activity; or other strategies designed to re-focus and re-engage student in classroom activities and participation;  
b withdrawal privileges;  
c temporarily remove a student from class into the care of their parent or designated responsible adult;  
d use reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act;

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**•Documentation and Reporting Use of Disciplinary Measures**

Classroom instructors must report the removal of a student from a class on the Attendance Sheet. A written report is required when;

a use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act;  
b a student breaches the Student Code of Conduct

A copy of the written report will be placed on the student's file and retained in accordance with the Student Record Regulation.

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**•SUSPENSION POLICY**

The purpose of a suspension is to create the conditions in which the disciplinary problem can be discussed and resolved. Students who are repeatedly disciplined by Classroom Instructors or staff may be suspended by the school Principal or Administrator. A suspension may be;

a from one or more classes during a single session;  
b from one session

The school Principal or Administrator will;

a immediately inform the student's parents or guardians of the suspension;  
b meet with the student's parents or guardians to discuss the reasonableness of the suspension and alternative interventions including community support agencies,  
c provide a copy of the written report to;  
d the student's file  
e the student's parents or guardians  
f the Board of Directors

The suspension report must include but is not restricted to;

- a the date and duration of the suspension;
- b names of persons involved in the action taken;
- c the relevant history;
- d contacts made with parents;
- e interventions which have been tried with the student;
- f information regarding review procedures;
- g expectations established for the student's conduct upon re-enrollment;

## •EXPULSION

The Board of Directors may expel a student from any program operated by Phoenix for a period of more than 1 Session if;

a Phoenix Administrator or Principal has recommended that the student be expelled.

When the Board of Directors makes a decision to expel a student, the Board must immediately notify in writing, the student's parents and the student, if the student is 16 years or older,

- a of the decision;
- b of their right to ask the Board of Directors to review the matter.

## •REINSTATEMENT

The Board of Directors may reinstate a student that has been suspended or expelled. A student's reinstatement from a suspension or expulsion may include recommendations for;

- a medical consultation;
- b enrollment by the student or the student's family in a treatment or counseling program designed to address the behavior for which the student was suspended or expelled;
- c alternative interventions such as community conferencing and other restorative practices;
- d Parents attending classes with the student; or
- e any other action which the Board of Directors, Administrator or Principal consider appropriate.

A student who is under suspension by another jurisdiction will not be admitted to Phoenix until the student's case has been resolved by the other jurisdiction.

## •ECS Program

The ECS program is not a mandatory educational program in Alberta and doesn't fall under the School Act. The Board of Directors of Phoenix Education Foundation reserves the right to terminate anyone for breaching the Code of Conducts.

As stated in Section 30 (3) of the School Act:

If a child referred to in subsection (1) (a) attends a program under this section, the child is not, by reason of attending that program,

- aa resident student of the board, or
- b entitled to any of the rights or benefits given to a student under the School Act.