

ADMINISTRATIVE PROCEDURE NO. 310

SCHOOL AND CLASSROOM MANAGEMENT

Background

If all students are to benefit from the instructional program in school and from the wide variety of activities planned for them by the teaching staff, both inside and outside of the school building, then proper control of individual student behavior must be exercised by school principals and teaching staff. The Board expects all interventions to be based upon respect for the student as a person, unique in God's creation. Any disciplinary measures administered will be focused on enhancing the student's self-image.

Procedures

1. The principal, in consultation with the staff, is responsible for developing the rules of conduct for all students in attendance.
2. The principal and staff are responsible for the development of positive school management measures for students who contravene school rules.
3. The teacher is responsible for identifying the rules of conduct within the classroom and for identifying classroom management measures that must conform to the expectations of the Board and the school.
4. The teaching staff shall be guided by Christianity in the fair and just treatment of all students when developing school and classroom rules of conduct and disciplinary measures.
5. The principal must provide students and parents with a clear statement of the expectations held for their conduct within the school. This information should be communicated at the beginning of each school year and as necessary during the year.
6. The following forms of management shall not be permitted within the school or classroom:
 - a. corporal punishment;
 - b. psychological mistreatment;
 - c. sarcasm; or
 - d. belittling of students.
7. The teacher must communicate clearly to the students in the classroom the expectations for their conduct.

8. The teacher is expected to deal with classroom discipline matters. If a student is persistent in disruptive behavior, the teacher shall be expected to contact the parent or guardian. Discipline matters should be recorded in a manner as required by individual school policy. If matters are not resolved in a timely manner the teacher should refer the matter to the principal.
9. The principal shall contact the parents or guardian of a student that is repeatedly referred for disruptive behavior and involve them in decisions regarding disciplinary action which may take the form of an in-school or out of school suspension or placement in another program.
10. Emergency physical restraint is the last resort and is only utilized when the student is at risk to himself or others (staff or students). Staff members should try to avoid forcing a student through physical means to take a student to a seclusion timeout. If a student is posing physical danger to self or others, a plan of action shall be in place and staff will be properly trained on its implementation. All physical contact with a student must be documented in the student's record. Following each use of restraint, the parents(s)/guardian(s) of the student must be contacted and debriefed on the incident.

10.1 Where the use of physical restraint may become reoccurring, a behaviour support plan must be created and signed by the parent(s)/guardian(s) of the student.

10.2 Authorization for physical restraint will be granted by the Associate Superintendent of Inclusive Services on the advice of the Division's multi-disciplinary team. Authorization must be time-limited and undertaken for an appropriate assessment period as part of the support plan for that student.