

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 368	
Effective	
Revision Date	

STUDENT DISCIPLINE AND SUPERVISION

1. PURPOSE

The Moose Factory Island District School Area Board recognizes the importance of maintaining student behaviour that reflects a community which respects the integrity of the individual, the rights of persons in schools, and the responsibilities of such persons to the school community.

This administrative procedure supports positive student behaviour through appropriate discipline practices and supervision.

PROCEDURES**2. STUDENT DISCIPLINE**

- 2.1 Students shall comply with school's code of behaviour and their duties as outlined in Regulations under the *Education Act*.
- 2.2 Staff members shall:
- a) Maintain, under the direction of the principal, proper order and discipline in classrooms and while on duty in the school and on the school grounds and at school-sanctioned activities;
 - b) Instruct students in the care of school premises and personal property;
 - c) Report promptly any serious neglect of duty or infraction of the school rules by a student to the principal, parent, and the student;
 - d) Enunciate a clear code of student behaviour to foster a sense of self-worth and self-discipline in students. The code must clearly outline that realistic, effective consequences for failure to live up to it will be enforced;
 - e) Communicate to students and parents by means of a handbook and/or newsletter, the code of behaviour;
 - f) When circumstances warrant, inform parents about their children's behaviour and progress at school, including the discipline methods being used.

- g) Document the progress of the indifferent and/or disruptive student to assist in the implementation of a plan for behavioural change and social and academic improvement.

2.3 The supervisory officer or designate(s) shall:

- a) Provide opportunities for professional development of staff regarding positive discipline procedures, classroom management, building self-esteem, and related topics;
- b) Support staff in establishing and carrying out the Code of Conduct in consultation with the School Council;
- c) Communicate to parents board policies and procedures related to student discipline;
- d) Support staff in its right to maintain discipline;
- e) Support the principal in his/her right to suspend students according to the *Education Act* and its Regulations;
- f) Recognize the right of the principal to recommend expulsion to the Discipline Committee of the Board according to the *Education Act* and Regulations.

3. STUDENT SUPERVISION

3.1 The Moose Factory Island District School Area Board will provide for the supervision of pupils in accordance with the *Education Act* and Regulations as follows:

- a) As set out in section 265 of the *Education Act*, the principal of a school has a duty, in addition to his or her duties as a teacher, “to maintain proper order and discipline in the school”, and “to develop cooperation and coordination of effort among the members of the staff of the school”.
- b) Section 264 of the *Education Act*, states that it is the duty of a teacher “to maintain, under the direction of the principal, proper order and discipline in the teacher’s classroom and while on duty in the school and on the school ground”.
- c) Section 11 of Ontario Regulation 298 states that the principal of a school “is in charge of the instruction and discipline of pupils in the school”. This section also notes that the principal shall “provide for the supervision of pupils during the period of time during each school day when the school buildings and playgrounds are open to pupils, and provide for the supervision of and the conducting of any school activity authorized by the board”.

- d) Section 20 of Ontario Regulation 298 notes that a teacher shall “carry out the supervisory duties and instructional program assigned to the teacher by the principal and supply such information related thereto as the principal may require”.

4. SPECIFIC DIRECTIVES

- 4.1 The principal, or his or her designate, will prepare a list to be posted in the school that will include the names of staff members and the time and areas of supervision assigned to each of them. A copy of these shall be kept on file in the school for a period of one (1) year.
- 4.2 The principal will be responsible to ensure that adequate supervision is arranged for all students:
- a) during the period beginning 10 minutes before classes start for the day and
 - b) ten (10) minutes after classes end for the day;
 - c) during authorized school activities, including those outside regular school hours; and
 - d) while pupils are loading or unloading in clearly marked bus loading zones.
- 4.3 The principal will see that during severe or inclement weather, pupils are admitted under supervision, to the school building.
- 4.4 The principal, or his or her designate, will in case of an apparently serious accident or illness befalling any pupil, implement the following emergency procedures:
- a) Notify:
 - the parent and/or family physician;
 - supervisory officer;
 - the police, if necessary.
 - b) Arrange transportation to hospital, as required;
 - c) Complete and submit the required OSBIE insurance form; and
 - d) Where appropriate, gather evidence immediately and maintain all pertinent documentation and investigation notes on file for future reference.

N.B. The sequence of the above steps or procedures may vary depending upon the nature of the accident or illness.

REFERENCE DOCUMENTS

Legal References:

Education Act, section 264 Duties of Teacher

Education Act, section 265 Duties of Principal

Education Act, Part XIII Behaviour, Discipline and Safety

Ontario Regulation 298 Operation of Schools—General

PPM 128 The Provincial Code of Conduct and School Board Codes of Conduct

PPM 144 Bullying Prevention and Intervention

PPM 145 Progressive Discipline and Promoting Positive Student Behaviour

Board References:

Board Policy GOV-01 Vision, Mission, and Values

Board Policy GOV-08 Learning and Working Environment: Safe Schools

Board Policy GOV-09 Safe Schools: Board Code of Conduct

Board Policy GOV-16 Appeals and Hearings Regarding Student Discipline

Administrative Procedure 147 Staff and Student Use of the Internet

Administrative Procedure 376 Progressive Discipline

Administrative Procedure 377 Student Discipline: Bullying

Administrative Procedure 378 Student Discipline: Suspension.

Administrative Procedure 379 Student Discipline: Expulsion