



## AP 354 – DISCIPLINE

### BACKGROUND

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Saskatoon Public Schools believes that student discipline should be corrective, educational and restorative rather than punitive in nature. Staff are encouraged to determine the cause of misbehaviour and respond through interventions that support learning, repair of relationships, and behavioural change. When disciplinary action is required, the principal shall ensure that any consequences are fair, consistent and proportionate. The level of discipline should reflect that which would be exercised by a kind, firm and judicious parent. Corporal punishment is strictly forbidden.

### PROCEDURES

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#### 1. Promoting Positive Behaviour

- 1.1 The principal shall take proactive steps to ensure a safe and caring learning environment. Such actions include:
- 1.1.1. Developing a school code of conduct or set of expectations that aligns with division's Administrative Procedures.
  - 1.1.2. Ensuring classroom expectations and consequences align with the school's code of conduct and the division administrative procedures.
  - 1.1.3. Ensuring that students are aware of and understand the school's behavioural standards and the consequences for non-adherence.

#### 2. Addressing Behavioural Concerns

- 2.1 When student behaviour does not meet expectations and the safety of others is not at risk, the following sequence is recommended:
- 2.1.1. The teacher supports the student in identifying the behaviour, its impact, and appropriate alternatives.
  - 2.1.2. If behaviour continues, the teacher contacts the parent/guardian/caregiver.
  - 2.1.3. If concerns persist, the teacher consults student services personnel or administration to plan additional interventions and supports, which may include the development of a behaviour plan or safety plan
- 2.2 Where behaviour creates a safety risk, *Administrative Procedure 357 – Violence Threat Risk Assessment: Students* shall guide next steps.

#### 3. Progressive and Alternative Consequences

- 3.1 Consequences for inappropriate behaviour may include, but are not limited to:



- 3.1.1 Restitution or repair of harm (e.g., apologies, restoring property)
- 3.1.2 Temporary removal from class or activity.
- 3.1.3 Detention, loss of privileges, or community service within the school.
- 3.1.4 In-school suspension or reflection time.
- 3.1.5 Out-of-school suspension (as outlined in section 5).

3.2 Decisions regarding discipline must consider the age, developmental stage, individual circumstances and the impact of the behaviour on others.

#### 4. Documentation

4.1 All incidents resulting in disciplinary action shall be documented in the division's approved system using the *Student Incident Report* form. Principals must:

- 4.1.1 Record factual, unbiased details of the incident.
- 4.1.2 Identify the infraction and any consequences applied.
- 4.1.3 Submit the incident for superintendent review through the division's approved reporting process.

4.2 The *Student Incident Report* serves as the official administrative record for all suspensions and disciplinary actions.

4.3 If the disciplinary action results in a suspension, the principal must provide a consequence letter to the parent/guardian/caregiver or to the student if 18 or older.

#### 5. Suspensions

5.1 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. The principal shall report the circumstances of the suspension and the action taken to the parent/guardian/caregiver of that student and the superintendent of education.

5.2 A principal (in consultation with the superintendent of education) may suspend a student for a period of more than three school days but not exceeding ten school days where the principal receives information alleging, and is satisfied, that the student has:

- 5.2.1 Persistently displayed overt opposition to authority.
- 5.2.2 Refused to conform to the rules of the school.
- 5.2.3 Habitually neglected their duties.
- 5.2.4 Willfully destroyed school property.
- 5.2.5 Used profane or improper language.



- 5.2.6 Engaged in any other type of gross misconduct.
6. Where a principal suspends a student, the principal shall:
  - 6.1 As soon as reasonably possible following the decision to suspend:
    - 6.1.1 Report the matter to the superintendent of education.
    - 6.1.2 Notify the parent/guardian/caregiver of the student of the circumstances of the suspension and the action taken.
    - 6.1.3 Inform the student of the reason for their suspension.
  - 6.2 As soon as is practicable (within 48 hours after the suspension begins):
    - 6.2.1 Prepare a written report of the circumstances of the suspension and provide it to the superintendent of education and the parent/guardian/caregiver of the student.
    - 6.2.2 On the request of either the student or their parent/guardian/caregiver, grant a hearing to the student and their parent/guardian/caregiver.
7. The superintendent of education shall confirm, reduce or remove the suspension before the expiration of the period of suspension:
  - 7.1 After consultation with the principal and any other persons they consider appropriate.
  - 7.2 After granting a hearing to the student and their parent/guardian/caregiver.
8. After confirming, reducing or removing a suspension, the superintendent of education shall immediately submit a written report to the board of education setting out the circumstances of the suspension.
9. A committee comprised of the director of education, deputy director of education, and board chair may choose to investigate the circumstances of a suspension. Any investigation shall be concluded before the period of suspension ordered by the superintendent ends.
  - 9.1 The committee 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:
    - 9.1.1 Has conducted an investigation.
    - 9.1.2 Is satisfied that the student has acted in a manner that warrants suspension for a period greater than ten school days.
  - 9.2 Where the committee makes a decision to suspend a student that decision:
    - 9.2.1 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.
    - 9.2.2 Shall be reported immediately to the board of education.
    - 9.2.3 May be altered, amended, or revoked by the board of education at a subsequent meeting of the board of education.
  - 9.3 The student and their parent/guardian/caregiver shall be given:
    - 9.3.1 Notice of every investigation.
    - 9.3.2 An opportunity to appear and make representations before the committee.
10. Where a student has been suspended by decision of the board of education:



- 10.1 At the expiration of any period that the board of education may specify in the resolution suspending the student, the student and their parent/guardian/caregiver may request the board of education to review and reconsider the suspension of the student.
- 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.
  - 10.2.2 Admit the student to a school on those terms and conditions that the board of education considers appropriate.
11. Where the actions of a student create a safety risk to self or others, Administrative Procedure 357 – Safe and Caring Schools: Violent Threat/Risk Assessment will guide the actions of the school and the division.
12. **Expulsions:** The expulsion of students is governed by Section 155 of *The Education Act, 1995*.
  - 12.1 Expulsion is reserved for circumstances where a student’s conduct is of such a serious nature that exclusion from school for a period greater than one year is considered appropriate.
  - 12.2 The board of education may consider expulsion where it is satisfied that the decision is supported by an investigation conducted or unanimous report of a committee, pursuant to Section 154 of The Education Act, 1995.
  - 12.3 Principals and superintendents shall not expel a student but are responsible for initiating and documenting concerns that may warrant consideration of expulsion, supporting due process, and bringing forward recommendations to the board.
  - 12.4 A student who has been expelled, or the student’s parent/guardian/caregiver, may request a review and reconsideration of the expulsion by the board of education after one year.
  - 12.5 Following a review, the board of education may, at its discretion, rescind or vary the expulsion and admit the student to a school subject to any terms and conditions deemed appropriate.

Reference: *The Education Act (1995)*: Sections 154, 155.  
Administrative Procedure 357 – Violence Threat Risk Assessment: Students  
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