



Student Discipline, Suspension and Expulsion Policy

1. Purpose

Khalsa School Calgary is committed to providing a welcoming, caring, respectful and safe learning environment where students can learn, grow and develop positive character. Our approach to discipline reflects the school's Sikh values of Seva, respect, equality, humility, honesty, compassion, responsibility and leadership.

The purpose of this policy is to establish a fair, consistent and reasonable process for addressing student behaviour, including serious incidents that may result in suspension or expulsion.

This policy must be read alongside the school's Student Code of Conduct and Welcoming, Caring, Respectful and Safe Learning Environment Policy.

2. Scope

This policy applies to students during the school day, on school property, on school transportation, during school-sponsored activities and events, and to off-campus or electronic behaviour when it has an impact on the school or members of the school community.

3. Principles of Student Discipline

Discipline is intended to maintain safety, support learning, encourage responsibility and help students understand the impact of their choices.

When responding to a concern, the school will consider:

- the nature and seriousness of the behaviour;
- the student's age, developmental level and individual circumstances;
- the impact on the safety, dignity and learning of others;
- whether the behaviour is repeated or part of an ongoing pattern;
- the student's understanding of the concern and willingness to take responsibility;
- previous interventions and supports, where relevant; and
- any other circumstances that should reasonably be considered.

Responses will be proportionate to the circumstances. Similar situations should be handled

consistently, while recognizing that individual circumstances may differ.

The school will apply this policy fairly and in accordance with applicable Alberta legislation and the principles of fundamental justice.

4. Roles and Responsibilities

The Principal is responsible for administering this policy, determining appropriate disciplinary responses, communicating with parents or guardians, maintaining records and making decisions about suspension or recommending expulsion in accordance with applicable requirements.

Assistant Principals and staff are responsible for responding to behaviour concerns, supporting student safety, documenting incidents as appropriate and referring serious or repeated concerns to the Principal.

Students are expected to follow the Student Code of Conduct, cooperate with reasonable staff directions, treat others respectfully and take responsibility for their behaviour.

Parents and guardians are expected to work with the school to address concerns, support reasonable interventions and communicate respectfully with staff.

5. Responses to Student Behaviour

Depending on the circumstances, the school may use one or more of the following responses:

- reminders, redirection or reteaching of expectations;
- a conversation with the student and an opportunity to reflect;
- restorative conversations, apologies or reasonable steps to repair harm;
- temporary changes to activities, privileges, seating or supervision arrangements;
- additional classroom, counselling or student-support interventions, where available;
- parent or guardian contact and meetings;
- a behaviour support plan or other appropriate intervention;
- detention or another reasonable school-based consequence, where appropriate;
- temporary removal from an activity or setting when necessary for safety; or
- suspension or expulsion in serious circumstances.

The response will depend on the circumstances. The school is not required to use every step in sequence before responding to serious behaviour.

6. Investigation and Fair Process

When a significant behaviour concern is reported, the school will take reasonable steps to understand what occurred. This may include speaking with the student involved, witnesses and relevant staff; reviewing available information; and considering the perspectives of those affected.

Before a significant disciplinary decision is made, the student will generally be informed of the

concern and given a reasonable opportunity to respond. The school may take immediate steps to protect students or staff while information is being gathered.

The school will consider the available information fairly and will not make a decision solely on an unverified allegation. Where a matter involves a safety risk, the school may put temporary protective measures in place while the matter is reviewed.

7. Suspension

The Principal may suspend a student when the seriousness or circumstances of the behaviour make suspension an appropriate response, subject to applicable legislation and school requirements.

Reasons for suspension may include, but are not limited to:

- physical violence, threats or behaviour that places others at risk;
- bullying, harassment, discrimination or serious intimidation;
- possession or use of a dangerous or prohibited item;
- serious or repeated defiance of reasonable staff directions;
- significant damage to property or serious theft;
- serious misuse of technology that harms or threatens others; or
- repeated behaviour that substantially disrupts learning or compromises safety.

A suspension decision will take account of the circumstances, the information available and the principles in this policy.

The school will notify the student's parent or guardian of the suspension, the reason, the period of suspension and any relevant arrangements or expectations. The school will maintain a record of the decision and related communications.

Before the student returns, the school may arrange a meeting with the student and parent or guardian to review expectations, supports and any steps needed to support a safe return.

8. Expulsion

Expulsion is a serious disciplinary measure that may be considered when behaviour is sufficiently serious or when other interventions have not adequately addressed an ongoing concern.

Possible grounds include serious violence, a credible threat to the safety of others, possession or use of a weapon, serious harassment or discrimination, or other conduct that creates a substantial risk to the school community. These examples are not exhaustive.

The Principal will review the available information, consider the student's response and relevant circumstances, and provide the student and parent or guardian with notice of the concerns and a reasonable opportunity to respond before a final decision is made, except where immediate protective action is required while the matter is reviewed.

Any expulsion decision must be made in accordance with applicable legislation, the principles of fundamental justice and the school's governance requirements. The school will communicate the decision and reasons in writing and explain any available school-level review process.

If a student is expelled, Khalsa School Calgary will meet its applicable responsibility to ensure the student has access to an education program for the remainder of the school year, as required by Alberta's Independent Schools Regulation.

9. Parent Communication and Review

Parents or guardians will be informed when a significant disciplinary matter involves their child, subject to privacy and safety considerations.

A parent or guardian who believes that a disciplinary decision was made without fair consideration may submit a written request to the Principal for review. The request should identify the concern and any relevant information not previously considered.

Where the decision was made by the Principal, a request for further review may be directed to the school authority or its designated reviewer, in accordance with the school's governance and review procedures. A review does not automatically pause a disciplinary measure or remove the school's responsibility to maintain safety.

10. Student Support and Return to School

Where appropriate, the school will consider supports that may help a student improve behaviour and successfully return to learning. These may include check-ins, a behaviour support plan, restorative measures, family meetings or referrals to available supports.

Support does not remove the student's responsibility to follow school expectations or prevent the school from taking appropriate disciplinary action.

11. Records and Confidentiality

The school will maintain appropriate records of significant behaviour incidents, investigations, suspensions, expulsions, parent communication and review decisions.

Information will be shared only with individuals who need it for legitimate educational, safety or administrative purposes, or where disclosure is otherwise required or authorized by law.

12. Communication and Review of Policy

This policy will be made available to enrolled students and their parents or guardians. It will be reviewed periodically and updated when necessary to reflect changes in legislation, school procedures or educational requirements.

