

STUDENT DISCIPLINE AND SUSPENSION POLICY

The Phoenix Education Foundation (hereafter called Phoenix) has a unique learning environment which actively partners with parents in all manners of student learning, including discipline. The spirit of the Phoenix Discipline Policy is to work with parents and staff to encourage and enable students to behave in a socially responsible and respectful manner.

Definition of Terms:

- **Parent** - means in respect of a student (Grades 1-12) or child enrolled in an early childhood services program, the relevant individual referred to in subsection (2) of the Education Act.
- **Principal** - means a teacher designated as a principal by the operator, who must hold a valid teaching certificate and may not be the operator or a voting member of the board of directors.
- **Student** - means a person who is in accordance to the definition in Education Act:
 - a. Enrolled in a school or
 - b. Required under section 7 to attend school, but does not include a child younger than 6 years of age who is enrolled in an early childhood services program
- **Session** - means a series of consecutive, themed classes or a curriculum camp, as defined in the Program Guide.

References:

This policy references the [Education Act](#), Section 1, 2. Part 1, Section 9 (2,4). Part 2, Division 3 (29,30). Part 3, Sections 31, 32, and the Independent School Regulation, Sections 13, 10, 17.

Classroom, On-site and Phoenix Event Discipline Measures

While participating in Phoenix activities; including classes, field trips and any other Phoenix events, 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) assigned an alternative activity; or other strategies designed to re-focus and re-engage student in classroom activities and participation;
- b) withdrawal of classroom privileges;
- c) temporarily removed from class into the care of their parent or designated responsible adult;
- d) use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act;

Documenting Use of Disciplinary Measures

A written report is required when:

- a) a student is removed from class;
- b) student breaches the Student Code of Conduct;
- c) use of reasonable force is required by way of correction to restrain a student from carrying out a violent or destructive act;

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

SUSPENSION Procedure

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 Head of School. A suspension may be;

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

The school Principal or Head of School will;

- a) immediately inform the student's parents of the suspension;
- b) meet with the student's parents to discuss the reasonableness of the suspension and alternative interventions, including community support agencies;
- c) provide a copy of the written report to;
 - a. the student's file
 - b. the student's parents

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 incident;
- 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 for the student's conduct upon return

EXPULSION Procedure

1. The Board of Directors, or Board Designate, may expel a student from any program operated by Phoenix for a period of more than one session if;
 - a. Phoenix Head of School or Principal has recommended that the student be expelled.
2. When the Board of Directors, or Board Designate, 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.
3. 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.
4. The Principal shall provide a written plan to provide for continued access to education for the student for the remainder of the year. This may be as simple as providing access to our learning management

system for the remainder of the year.

REINSTATEMENT

The Board of Directors, or Board Designate, may reinstate a student that has been expelled. A student's reinstatement from an 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, Head of School or Principal consider appropriate.

ECS Program

The ECS program is not a mandatory educational program in Alberta and doesn't fall under the Education Act. As such, the Board of Directors of Phoenix Education Foundation reserves the right to terminate the enrollment in the kindergarten program for any significant breach of the Codes of Conduct (Parent or Student).

As stated in Section 21 (5) of the Education Act:

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

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

Date Reviewed: Review annually - Feb 2025

Date of Next Review: Spring 2026

Review tracker - Summary of changes made

 Reviewer	 Status	 Notes
Diana Stinn - Feb 25	Approved ▾	Administrator to Head of School, Expulsion #4: Added LMS note, Updated Dates reviewed, added links
Board - Feb 3, 2025	Approved ▾	Approved - Added to website
Board - Feb 2, 2026	Approved ▾	Approved - added to website