St. Paul's Intermediate

Discipline Protocol

2025-26

The following steps outline a teacher's role and actions in the discipline process. However, during the implementation of Steps 1-3, a teacher may choose at any time to consult an administrator.

Step 1: Teacher/Student Conference

The first step will involve an informal private meeting of the teacher and student that addresses the expectations and misconduct of the student. The incident will be recorded in Review 360 as a classroom managed issue.

Step 2: Parental Contact

If a teacher-student conference does not produce desirable results, **then teachers will inform parents of the inappropriate behavior and solicit their support.** This action can be taken in conjunction with step 1 or following a second incident. The incident and details of parent contact will be recorded in the teacher's planner.

Step 3: Teacher Assigned Consequence (Detention/Apology/Removal of Privileges)

Parents must be notified of an impending consequence for repeated behaviors. For example, when detention is used, notice will first be given to the student's parents/guardians to inform them of the reason for the detention. This will give them time to make suitable arrangements for the student's transportation following the detention.

Step 4: Administrator/Student and/or Parent Conference

A meeting with the school administration will take place in situations where teacher intervention has failed to produce the desired results. This meeting could necessitate one or more of the following: contact with parents, a parent meeting, a teacher/student meeting, detention, guidance counselor intervention, suspension from extra-curricular activities, as well as an in-school or out-of-school suspension.

PLEASE NOTE:

If a student's behavior is serious to the point that classroom instruction cannot take place then a teacher may remove the student from class and send them to the office. In such instances, **the teacher must 'buzz' the office to notify the school administration that the student has been sent out of class.** An entry must be entered into Review 360 by the end of the day and parents are to be contacted. In addition, the details of the incident must be provided to the administration as soon as possible as such details may determine disciplinary action.