



## 2203 STUDENT DISCIPLINE GUIDELINES

Policy Type: Educational Programs  
Applies To: All Staff, Students,  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
Adopted: 2014  
Revisions: 10 2019

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When expectations of a student policy are not met, the community will remember that the Lord requires us to “act justly and to love mercy and to walk humbly with [our] God” (Micah 6:8).

Those being corrected will be shown respect and after careful investigation, the school administration will work with staff, students and parents to ensure that consequences are implemented that will most likely bring about true repentance and full restoration.

1. MINOR INFRACTIONS: Most problems are minor and infrequent and can be dealt with within the context of the student’s relationship with a classroom teacher and parents or caregivers.
  - (a) Teachers will refer their specific disciplinary concerns with administration if their efforts do not have the desired results and unacceptable behaviour continues. If a student’s behaviour is such that it is interfering with the teacher’s ability to teach, students may be referred to administration.
  - (b) Before and after school and during break times, specific staff members will be assigned supervision duties and are responsible for monitoring student behavior during those times; however, all staff should share this responsibility as needed. It is important that the students see that all adults at the school demonstrate the care that clear and consistent disciplinary actions express.
  - (c) Parents and caregivers should be given every opportunity to support the school by being kept informed of their children’s behaviour. Any consequences that will impact parents (eg. A change in after-school pick-up time due to a detention) should be designed in conjunction with the parent.
  - (d) Possible consequences include, but are not limited to, the following.
    - 1.d.1. Instruction
    - 1.d.2. Conferencing with student, teacher, parent and/or administrator
    - 1.d.3. Restorative action conferencing
    - 1.d.4. Restitution of property loss or damage
    - 1.d.5. Referral to internal student support services (Counselor, learning assistance, Peer-counseling etc.)

- 1.d.6. Recommendation to outside support services (doctor, family services, RCMP etc.)
- 1.d.7. A separation from the community, in the form of a detention, an in-school suspension, an out-of-school suspension, or an expulsion.

## 2. CONSEQUENCES FOR WORRISOME STUDENT BEHAVIOURS:

### (a) SUSPENSION:

- There are times when it is in the best interest of the individual or the community to provide a period of separation, or time is needed for the school and parents/caregivers to decide a course of action or treatment. In these instances, it is prudent to place a student under suspension. While suspended, the student is prohibited from being on the school premises.
- The student may not attend class, may not participate in extracurricular activities, and may not be on school property during school hours or while extra-curricular activities are in progress.
- The school will provide a suspension letter outlining the reasons for the suspension, the Head of School and counsellor will be notified, and the letter placed on record in the student file.

### (b) PROBATION:

- After a suspension, a student may be placed on probation. If a student repeats the same violation or commits another serious infraction while on probation, she/he will be subject to further suspension or expulsion.
- During a probationary period, the student may be restricted from participation in athletics, field trips and extra-curricular activities of the school until such a time that trust and relationship have been restored.

### (c) EXPULSION:

- Expulsion may be considered after one or more suspensions, or after one major incident (ex. trafficking banned substances, drug use, violent threats, weapon possession, etc.).
- After all avenues for restoration of broken community have been exhausted and a successful resolution has not been achieved, or if there is an unwillingness to participate in a restorative process and unacceptable behavior continues, an expulsion process may begin.
- If expulsion is being considered, the Head of School will be notified and the expulsion will be reviewed by the LCS Strategic Leadership Team consisting of the Head of School and senior management, including all three campus principals.
- The final decision for expulsion will rest with the Head of School. Before a decision is made to expel a student, the student and the parents/guardians will be informed about the matter. They are entitled to know the case against the student and should be given an opportunity to respond to all information which might influence the decision prior to the final decision being made. The Head of School will communicate the decision to the family verbally and in writing.
- A family may appeal to have the decision reviewed if there is evidence or circumstances not considered in the initial decision. The family may not appeal to the LCS Board of Directors.

3. **REINTEGRATION:** As a Christian community, we recognize that we are all broken and make mistakes. After an expulsion if a student and his/her family express a sincere desire to be reintegrated into LCS, and administration believe that circumstances have altered such that a successful reintegration would be possible, a request may be made to the Head of School to have the student return no sooner than the next school year. This request would need the approval of the campus Principal and the Head of School. After the request has been made and evaluated, the family will be informed of the decision, which will be final.

RELATED POLICIES:

[2201 STUDENT CODE OF CONDUCT](#)

[2202 STUDENT DRESS CODE](#)

[2204 STUDENT HARASSMENT & BULLYING PREVENTION POLICY](#)

[2205 SUBSTANCE USE PREVENTION POLICY](#)

[2206 STUDENT TECHNOLOGY USE](#)

[2207 ACADEMIC HONESTY](#)

[2208 STUDENT ATTENDANCE POLICY](#)

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Reviewed: 09 2025