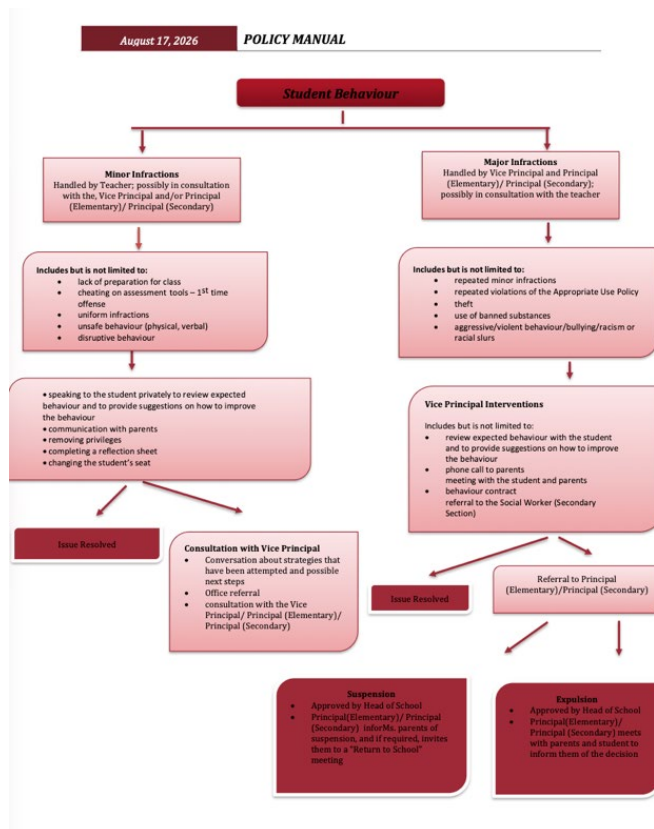


Safe Schools and Suspension

DSC International School supports an approach to student discipline that is based on the principles of “progressive discipline”. This means that it is fair, equitable and consistent, and consequences are directly connected to the specific situation. These consequences may include, but are not limited to, counseling, signing a behaviour contract, detention, in-school suspension, external suspension and other consequences deemed appropriate. Students who commit violent or serious acts which may endanger the safety and security of students and staff may be expelled from the School.

For behaviors that are independent from any previous disciplinary action, minor infractions such as lack of preparation for class, uniform infractions, unsafe behavior, and disruptive behavior, for example, are handled by the classroom teacher. Consequences for minor infractions may include speaking with the student to provide suggestions to improve behavior; contacting the parents; removing privileges; or completing a reflection sheet. If, after these interventions, the behaviour does not improve, the School Leadership Team will become involved and the parents will be contacted by the Vice Principal (Elementary). Repeated offenses related to student safety or defiant behavior can result in escalated disciplinary action, including suspension.

Progressive Discipline Chart



In-School Suspension (ISS)

The approach to ISS includes a supportive, quiet, and regulated environment where students who have committed non-harmful but serious or repeated policy violations can:

- Reflect on their actions and understand their impact on the community.
- Keep up with their academic coursework so they do not fall behind.
- Develop coping mechanisms, emotional regulation skills, and conflict-resolution strategies to prevent future infractions.

Four Pillar Framework

To ensure the policy is built entirely around support and learning, it operates on four distinct pillars:

[Infraction] → 1. Calm and Regulate → 2. Reflect and Restore → 3. Academic Continuity → 4. Supported Re-Entry

Trauma-Informed Regulation (De-escalation)

The first hour of an ISS assignment is dedicated to regulation, not lecturing. Students are given a quiet space to calm their nervous systems before any reflective or academic work begins.

Restorative Reflection

Instead of sitting in silence, students complete a structured Restorative Reflection Activity. This assists them in processing what happened, identifying the root cause of their behaviour, recognizing who was harmed, and brainstorming how to make things right.

Academic Non-Interruption

The ISS environment is fully staffed to ensure students are actively completing their regular classroom assignments, accessing online portals, and receiving tutoring.

Continuation of Classes

Students return to regular classes the day following the ISS. The Vice Principal (Elementary) will check in on them where appropriate

Pre-Suspension and Communication

Before the In-School Suspension, the following steps must be taken to ensure transparency and preparation:

- **Parent/Guardian Communication:** The Principal (Elementary) or the Vice Principal (Elementary) will contact the parent/guardian to inform them of the actions that led to the suspension, explain the context of the suspension, what the day(s) will entail, and the restorative goals of the intervention.
- A formal suspension letter detailing the infraction, duration, and expectations will be sent home to the family and placed in the student's OSR. The suspension letter will be removed in alignment with the school guidelines.
- **Staff Notification:** The Principal (Elementary) or the Vice Principal (Elementary) will inform the student's homeroom and subject teachers to inform them of the absence and request any physical or digital classwork that can be completed during that time.

Typical Daily Structure

An ISS day is highly structured, predictable, and balanced between academic development and socio-emotional growth.

External Suspensions

1. Major Infractions and External Suspension Thresholds

To ensure a safe environment, students who engage in serious policy violations or safety risks may receive an external suspension. Behaviours that trigger an external suspension review include, but are not limited to:

- Bringing real or replica weapons (including toy guns, knives, or sharp instruments) to school or school-sanctioned events.
- Violent behaviour causing physical harm to others or intentional damage to school property.
- Bullying, cyberbullying, or severe violations of the Acceptable Use Agreement.
- Possessing, using, or distributing prohibited substances (e.g., vaping, alcohol, or illicit materials) on campus, at school functions, or while wearing the DSC uniform.

Disciplinary measures apply to on-campus behaviours, off-campus actions while wearing the school uniform, and online/cyber interactions between DSC students that impact the safety or well-being of our school community.

2. Re-Entry and Follow-Up Support

Following an external suspension:

- **Mandatory Re-Entry Meeting:** The student and their parent(s)/guardian(s) must meet with the Principal or Vice Principal (Elementary) before the student is permitted to return to class.

- Reintegration Check-In: To ensure long-term success and positive behavioural progress, the Vice Principal will conduct a brief check-in with the student within one week of their return.
- Where beneficial, the elementary school counsellor will check in with the student.

3. Documentation, Data Retention, and School Transfers

Whenever an external suspension occurs, a formal letter is sent to the family and filed in the Ontario Student Record (OSR).

- Retention Guidelines: In-line with school policy, suspension records for non-violent incidents are retained for 12 months. Records for violent incidents or significant safety risks are retained for 3 years.
- School Reference Requests: If a family requests a reference or transfer file for another educational institution during the retention window, DSC is obligated to report active suspension records as part of official disclosure guidelines.