

STUDENT SUSPENSIONS

Background

Every student has the responsibility to comply with school codes of conduct, Administrative Procedure 104 – District Code of Conduct and all other relevant Board policies and the administrative procedures of the District.

In those unfortunate situations where a student's conduct necessitates the suspension of the student's right to participate in school or school-related activities, principals are authorized to suspend students in accordance with the provisions of the School Act.

The District expects the Superintendent to ensure that the suspension of any student is done only after all alternative actions which the Principal has at his/her disposal are exhausted.

Further, the District expects that once a student suspension has been effected, all available District and community resources are sought as quickly as possible to help resolve the problem that necessitated the student's suspension.

Procedures

1. General Procedures

- 1.1 Principals and teachers will ensure that students and parents are aware of Administrative Procedure 104 – District Code of Conduct and that the steps of progressive discipline are understood.
- 1.2 The Principal will ensure that unacceptable student behaviour is documented to include dates of incidents; preventative or remedial actions taken by the school; and, any communications that have taken place between the home and the school.
- 1.3 All student suspensions will be documented in a letter of suspension to the parent with a copy sent to the Superintendent.
- 1.4 The Principal must consult an Associate Superintendent prior to any suspension in excess of five (5) school days. If such a suspension is warranted, the Principal must inform the Superintendent.
- 1.5 The Principal will determine the location where the suspension will be served.
- 1.6 The Principal will arrange for homework to be provided for the student. The student will be expected to continue his/her studies while under suspension.
- 1.7 The Principal will arrange for the student's progress and/or behaviour to be monitored upon return to school and for support services to be provided if required.

2. Student Suspensions Five (5) or Fewer Days
 - 2.1 The Principal will discuss the reason(s) for the student's suspension and its duration with the parents. The need for a student re-entry meeting will also be discussed and arranged. Provisions for the on-going education of the student will also be discussed.
 - 2.2 The Principal will follow with a letter of suspension. The letter of suspension shall include:
 - 2.2.1 The reason(s) for the suspension;
 - 2.2.2 Reference to the School Act (Section 85), Administrative Procedure 355 - Student Suspensions and Administrative Procedure 104 - District Code of Conduct;
 - 2.2.3 Any previous behaviours related to the incident;
 - 2.2.4 Preventative or remedial actions taken by the Principal;
 - 2.2.5 The condition(s) determining the return to school of the student on a specified date; and,
 - 2.2.6 The plan for sending work home during the suspension.A copy of the suspension letter will be sent to the Superintendent.
 - 2.3 The Principal will convey all documented information about the incident to the parent at the re-entry meeting and a plan for the student's readmission to school will be established.
 - 2.4 If it is deemed necessary to alter the suspension (e.g. that the student attend school on a partial program), the Principal shall consult the Associate Superintendent before making such a determination. If deemed appropriate, an expanded school based team meeting may be held with the Associate Superintendent (and other resource staff as required) to review the student's educational programming needs.
3. Student Suspensions in Excess of Five (5) School Days
 - 3.1 Student suspensions in excess of five (5) school days will not be considered for students with identified special needs. If it is determined that students with special needs need to be absent from school for any reason (e.g. to review the Individual Education Plan, Positive Behaviour Support Plan and/or Staff Safety Plan), the Principal shall consult with the Associate Superintendent. An expanded school based team meeting may be held which may include the teacher(s) and support staff along with an Associate Superintendent and other resource staff as required to review the student's educational programming needs. A letter will be sent home to the parents clearly documenting the reason for the student's non-attendance at school.
 - 3.2 Student suspensions in excess of five (5) school days will not be considered for students in Kindergarten through to Grade 7. In such situations, the Principal shall consult with the Associate Superintendent. In exceptional circumstances it may be deemed appropriate for an expanded school based team meeting to be held with the Associate Superintendent, teachers and support staff and other resource staff as required to review the student's educational programming needs.

- 3.3 Student suspensions in excess of five (5) school days may be considered for students in Grades 8 through 12 (provided they have not been identified as students with special needs—refer to clause 3.1).

Prior to any suspension in excess of five (5) school days, the Principal shall consult with the Associate Superintendent. If warranted, the student may be suspended in excess of five (5) school days.

- 3.4 When a student is suspended in excess of five (5) school days, the Principal will discuss the reason(s) for the student’s suspension with the parents. The Principal will inform the parents who to call to set up a District Suspension meeting. Provisions for the on-going education of the student during the suspension will be arranged.

- 3.5 The Principal will provide the parents with a letter of suspension. The letter of suspension shall include:

3.5.1 The reason(s) for the suspension;

3.5.2 Reference to the School Act (Section 85), Administrative Procedure 355 - Student Suspensions and Administrative Procedure 104 - District Code of Conduct ;

3.5.3 Any previous behaviours related to the incident;

3.5.4 Preventative or remedial actions taken by the Principal;

3.5.5 The plan for sending work home during the suspension;

3.5.6 The directions for who to contact to set up a date and location for the district Review Committee meeting..

A copy of the suspension letter will be sent to the Superintendent.

Note: The parents may choose to be accompanied by a support person of their choice at the District Suspension meeting. Where language may be a barrier, interpretation services may be provided upon request.

- 3.6 The District Suspension meeting will be convened in a timely manner. The function of the meeting is to review written documentation from the Principal regarding the incident or any other related matters that led to the suspension in excess of 5 (five) school days and to hear oral submissions from staff, the parents and the student. After consideration of all aspects of the incident, those attending the District meeting shall develop a support plan.

3.6.1 The District Suspension meeting shall include the Associate Superintendent, Principal or Vice Principal from the school, the parent, student, and other support personnel as required.

Reference: Sections 6, 7, 8, 17, 20, 22, 26, 65, 79, 85 School Act

Adopted: September 1, 2018