Administrative Procedure 313

Students

SUSPENSION

Background

The Board approves of the use of suspension and expulsion as disciplinary actions in response to excessive or persistent unacceptable conduct on the part of its students. The Board requires that all methods used to suspend or expel a student be consistent with the *Education Act* and Board policy.

Definitions

In this administrative procedure:

"Suspend" means to remove a student:

1.1. from school;

1.2. from one or more class periods, courses or education programs;

1.3. from riding in a school bus; or

1.4. for a period of ten (10) school days or less, in accordance with the

Education Act. "Expel" means to remove a student

1.1. from school;

1.2. from one or more courses or education programs;

1.3. from riding in a school bus; or

1.4. for a period of more than ten (10) school days, in accordance with

the *Education Act*. "Date of suspension" means the day that the action to

suspend was taken.

"In-school suspension" means the student will be assigned work to complete at school but outside the classroom.

"School suspension" is a prohibition from attending all school classes, programs and activities and from being on the school grounds, in the school building or other designated areas utilized by the school for the duration of the suspension.

Procedures

1. General Guidelines

1.1. Specific grounds for suspension and/or a recommendation to expel include but are not limited to:

1.1.1. those conditions specified under the Education Act;

1.1.2. serious and/or repeated disregard for the Student Code of Conduct;

1.1.3. serious and/or repeated violations of Board policies;

1.1.4. any violation of Policy #412 Student Drug and Alcohol Abuse; and

1.1.5. offenses which affect the safety and security of others as more particularly described under Administrative Procedure #312 Student Discipline.

1.2. All actions taken or contemplated under this policy will be applied in a reasonable, fair and objective manner.

1.3. A decision to suspend or expel a student is normally a response to a serious and/or long-standing disciplinary matter. All parties involved in such a decision must balance the individual needs and rights of the student subject to the disciplinary action with those of the total school population.

1.4. School administration has a responsibility to communicate with students and parents of students who are suspended or expelled under this administrative procedure. All written communication shall be delivered by registered mail or be hand-delivered.

1.5. The principal's authority to suspend a student for a period not exceeding 5 days may be delegated.

1.6. Suspension from a class, an education program, or riding the school bus does not exclude the student from participating in other school classes, education programs, or other school-sponsored activities, as determined by the principal.

2. Suspensions

The following guidelines apply specifically to the suspension of a student:

2.1. The Education Act provides that a teacher or the principal may suspend a student, if in the opinion of the teacher or principal, the student has failed to comply with Administrative Procedure #310 Student Code of Conduct or the student's conduct is injurious to the physical or mental wellbeing of others in the school.

2.2. A teacher may only suspend a student from one class period and must report that suspension to the principal.

2.3. The principal may suspend a student:

2.3.1. from school;

2.3.2. from one or more class periods, courses or education programs; or

2.3.3. from riding in a school bus.

2.4. Under normal circumstances, the principal would take the following steps when contemplating a suspension:

2.4.1. meet with the student to discuss the cause(s) of a potential suspension in the presence of a witness;

2.4.2. explain to the student the cause(s) for contemplating a suspension;

2.4.3. allow the student the opportunity to explain his/her actions to the principal;

2.4.4. decide on what action, if any, will be taken; and

2.4.5. document a summary of the meeting.

2.5. When a student is suspended under (2.4.4) above, the principal shall:

2.5.1. immediately inform the student's parent of the suspension;

2.5.2. report in writing to the student's parent all the circumstances respecting the suspension; and

2.5.3. provide an opportunity to meet with the student's parent, and the student, to discuss the reasonableness and terms of the suspension.

2.6. The principal may reinstate a student suspended under the above.

2.7. Prior to reinstating a student, the principal will meet with the student and the student's parent to clarify expectations for conduct and to forewarn of possible actions by the school should the student's conduct not improve. The principal will document a summary of this meeting.

2.8. If the student is not to be reinstated within five (5) school days of the date of suspension, the principal shall:

2.8.1. recommend to the Board that the student be expelled;

2.8.2. immediately inform the Superintendent and the Chair of the suspension; and

2.8.3. report in writing to the Board, the superintendent, and the parent of the student all the circumstances respecting the suspension and the principal's recommendations, and

2.8.4. the student remains suspended until the Board has made a decision as provided under section 3 below.

2.9. The Education Act provides that the principal may recommend the Board expel the student if the student has displayed an attitude of willful, blatant and repeated refusal to comply with Administrative Procedure #310 Student

Code of Conduct or the student's conduct is injurious to the physical or mental wellbeing of others in the school.

3. Discipline Committee Hearing

3.1. The Board assigns its authority with respect to decisions regarding the expulsion of students to an ad hoc committee of the Board.

3.2. Upon notification that a student has been suspended for a period in excess of five (5) school days the Chair shall immediately establish an ad hoc committee of the Board.

3.3. The ad hoc committee of the Board shall consist of the Chair or Vice-chair and two other qualified members of the Board

The superintendent shall:

3.4. convene a hearing of the ad hoc committee of the board within ten (10) school days of the suspension;

3.5. advise the parent of the student and the principal of the date, time and location of the hearing; and

3.6. provide all parties with documentation relevant to the suspension in advance of the date of the hearing.

3.7. Upon the request of the superintendent, the principal shall provide a report to the superintendent containing the following information:

3.7.1. an anecdotal report of any incident leading to the suspension;

3.7.2. an anecdotal report of discipline referrals to the school administration in the current school year and for April, May and June of the previous school year when a suspension occurs during the first three (3) months of a new school year;

3.7.3. a report on academic progress, attendance and general deportment to the date of suspension; and

3.7.4. any other information the superintendent may request.

3.8. Prior to the date of the ad hoc committee of the Board hearing, the superintendent shall meet with the parent and the student to review the school's documentation and to discuss the matter of the suspension. The parent shall be provided with the opportunity to present information relative to the suspension and this information will be passed along to the ad hoc committee of the Board.

3.9. The following guidelines apply to a hearing of the ad hoc committee of the Board:

3.9.1. The parties attending the ad hoc committee of the Board hearing are the ad hoc committee of the Board members, the superintendent, the principal, the parent(s), the student and any representative of the parent or student. The Board may choose to have legal counsel in attendance.

3.9.2. The Chair or the Vice-chair of the Board will chair the hearing.

3.9.3. The superintendent shall provide introductory comments as to the cause for the hearing and shall make reference to relevant sections of the Education Act and Board policy.

3.9.4. Any additional documents prepared by the principal shall be distributed to the committee members and the principal shall speak to the reason(s) for the suspension.

3.9.5. The student, parent(s) and/or their representative(s) shall have the opportunity to speak to the reason(s) for the suspension.

3.9.6. The committee members, the superintendent, the student, the parent(s) and/or any representative may ask questions and discuss

the matter with the parties in attendance.

3.9.7. The committee shall adjourn and hold an in-camera meeting in order to reach its decision.

The decision of the ad hoc committee of the Board shall be final. The superintendent shall
Immediately communicate the decision and the committee's rationale in writing to the parent, the student, if 16 years of age or older, and the principal.

If the decision of the ad hoc committee of the Board is to expel the student, the parent and student, sixteen (16) years of age or older, shall be advised of the right to request a review by the Minister of the Board's decision.

The ad hoc committee of the Board has the authority to make any one or a combination of the following decisions:

3.9.8. The student may be reinstated.

3.9.9. The student may be reinstated with reasonable conditions and restrictions aimed at modifying his/her conduct.

The student may be expelled for a specific period of time and then reinstated. The period of expulsion may not extend beyond the end of the current school year.

Any order or direction with respect to the resolution of the student's suspension that is both reasonable under the circumstances and complies with the Education Act.

As an alternative to expulsion the student and parent may agree to a voluntary withdrawal from the school.

4. Expulsion

The following provisions apply specifically to a decision to expel a student:

4.1. The principal must have made a recommendation to expel the student.

4.2. The student must be offered another education program by the Board.

4.3. An expelled student may be reinstated only when the Board has the necessary space and resources to provide a suitable education program for the individual student while also providing a welcoming, caring, respectful and safe learning environment for the larger school population.

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