

## STUDENT SUSPENSION - POLICY -

A student shall comply with the school rules authorized by the principal of the school attended by the student, and with the code of conduct or other rules and policies of the Board. As well, a student shall comply with all school bus rules and code of conduct while riding to and from school or while on a student field trip.

The Board of Education recognizes its responsibilities under the School Act and its Regulations to make available an educational program to all persons of school age resident in the district who are enrolled in schools in the district. The Board of Education believes that disciplinary action, whenever possible, should be preventative and restorative, rather than punitive, and that suspension from school should only be considered when other strategies have not been effective, or when there is a safety concern. It nevertheless recognizes that a principal (as long as she/he meets her/his responsibilities under the Act) may find it necessary to suspend a student for one or more of the following reasons:

1. intentional violation of school and/or school bus rules or codes of conduct;
2. conduct which materially or substantially disrupts the rights of others to an education;
3. conduct which endangers the student or others;
4. conduct which damages school property; and
5. other conduct deemed to have substantial negative impact on the student or others.

Each suspension will include a re-admission plan outlining procedures for the student's return to school and classes, provisions for an alternative program or changes in the school educational setting to which the student is assigned.

It is expected that any student whose behaviours are dangerous, threatening or destructive, will have a behaviour support plan. This plan will be reviewed by the school principal prior to any suspension. While reviewing the behaviour support plan, the principal shall determine that the plan has been fully implemented.

Student suspensions of 5 days or fewer are determined by the school principal. A decision to suspend a student for more than five (5) days may only be made by a principal or vice-principal after consultation with the Superintendent of Schools or designate.

A student and/or his/her parents/guardians must refer to BYLAW #2 - APPEALS if they wish to appeal a decision of a principal.

## STUDENT SUSPENSION – REGULATION –

A record of suspensions imposed by a school must be maintained on an ongoing basis at each school. Such records will be made available to the Superintendent of Schools (or designate) upon request.

### 1. OUT-OF-SCHOOL SUSPENSIONS

The following shall apply when a student is suspended.

#### 1.1 Investigation

Before making a decision to suspend a student the principal or vice-principal will conduct an investigation and the student will be given an opportunity to respond to the allegations and to give his/her version of the events.

#### 1.2 Notice

The principal or designate, immediately following the investigation of the incident, will give the student's parent or guardian notice of the school's contemplated action to suspend the student. Such notice may be oral. The decision to suspend a student must be promptly confirmed in writing to the parents/guardians and a copy sent to the Superintendent.

The school must make contact with the student's parent or guardian prior to sending a student home from school.

Once a suspension has been determined, the transportation department should be notified if applicable.

The written notice will contain the following information:

- 1.2.1 a statement of the student's action resulting in the suspension, including previous documentation, if it had bearing on the decision to suspend.
- 1.2.2 a statement of the investigation. Names of individuals who become part of the investigation will be withheld to protect the anonymity of witnesses.
- 1.2.3 A statement of the type and length of the suspension.

1.3 Timing

The investigation meeting with the student and notice to the parents &/or guardians should precede the removal of the student from the school except in those exceptional circumstances when the student constitutes a danger to himself/herself or others or to school property.

1.4 Educational Program

All students (under 16 years of age) are entitled to a continuation of his/her educational program while suspended from the school.

1.5 Suspension Beyond Five Days

The principal or vice-principal may suspend a student for more than five days, after consulting with the Superintendent or designate. The matter would be referred to a hearing by a committee of the Board of Education.

1.5.1 Notification of Parents &/or Guardians

Parents &/or guardians must be notified in writing of their need to contact the Superintendent's office to arrange a hearing by a committee of the Board before the student can be re-admitted to the school.

1.5.2 Suspension Report to the Board of Education

The Superintendent or designate shall complete a Suspension Report to the Board immediately after a suspension hearing **and write a letter to the parents &/or guardians summarizing the decision of the Board committee.** The school principal or vice-principal shall complete a Suspension to the Board – Follow-up Report within a designated time period set at the suspension hearing. (Forms attached to the regulations)

1.6 Notification of Reports

A principal or vice-principal, in consultation with the Superintendent (or designate), may indefinitely suspend a student 16 years of age or older if the student has:

- 16.1 previously been suspended to the Board and participated in a suspension hearing;
- 16.2 been re-admitted to school within the past calendar year, and
- 16.3 broken the Board committee's conditions and expectations for re-entry to school.

As this decision would significantly affect the education of a student, the student and parent must be informed of their right to appeal the principal's decision, and be provided with a copy of the district's Appeal Form.

## 2. IN-SCHOOL SUSPENSIONS

The student with disruptive behavior patterns should not be allowed to remain in regular classrooms; yet when such a student is suspended from school it often adds to the problems of other students, the school, and the community. Consequently, the Board of Education endorses the concept of in-school suspension.

The following guidelines will be observed for an in-school suspension.

### 2.1 Supervision

The student receiving the in-school suspension will be assigned to a special class or area of the school where they will be supervised. The principal imposing the in-school suspension will ensure that the student has textbooks and classroom assignments from his/her regular teacher(s).

### 2.2 Notification

The principal or vice-principal will notify the parents or guardians by telephone if their child has been placed under an in-school suspension, and will follow up this verbal notification in writing. Reasons for the in-school suspension will be given, and a conference may be scheduled prior to the student's re-admission to the regular class.

### 2.3 Counselling

Additional conferences with counselling services that are available may be scheduled at the discretion of the school principal/vice-principal.

### 2.4 Activities

The student should not participate in extra-curricular activities while he/she is under an in-school suspension, but he/she will receive credit for work completed during the suspension period.

In-school suspensions will not exceed a period of five school days. The same informal hearing procedures that apply to out-of-school suspensions will apply to in-school suspensions.

## 3. SUSPENSION FROM RIDING A SCHOOL BUS

The following steps for an out-of-school suspension must be followed where applicable.

- 3.1 Upon receipt of a "School Bus Behaviour Report" from a bus driver, which indicates a severe infraction, the Transportation Manager (or designate) will consult with the student's school principal.

- 3.2 Severe infractions on the bus may result in immediate suspension pending further investigation by the Transportation Manager (or designate).
- 3.3. The Transportation Manager (or designate) will follow-up with notification to the parent/guardian of any bus suspension.
- 3.4 A severe infraction or inappropriate behaviour on a bus may also warrant a student suspension from school. A suspension from school will be the responsibility of the school principal and would require an investigation by the school principal. (see Section 1.0)

The same informal hearing procedures that apply to out-of-school suspensions will apply to school bus suspensions.

### Suspension Report to the Board

Date of Hearing: \_\_\_\_\_ Student's Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_ Grade: \_\_\_\_\_ Attendance Record:    good    fair    poor

School: \_\_\_\_\_ Principal responsible: \_\_\_\_\_

Is this a student with designated special needs:    \_\_\_ Yes    \_\_\_ No

**Achievement/effort:**

**Student's responses at the hearing:**

**Parent/Guardian's comments:**

**Deliberations:**

**Should this student re-enter the school?** \_\_\_\_\_

**What, if any, conditions will apply**

**Re-entry Plan:**

**Principal responsible for follow-up:** \_\_\_\_\_

**Follow-up date:** \_\_\_\_\_

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**Confidential!**

**Original: School Board Office**

### Suspensions Report to the Board – Follow-up Form

Student’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of re-entry: \_\_\_\_\_

Conditions of re-entry. Is this a student with designated special needs? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up date: \_\_\_\_\_ Person responsible: \_\_\_\_\_

The student has met and continues to meet the expectations  Yes  
and conditions of re-entry.  No  
 Still in progress

In Progress: \_\_\_\_\_  
\_\_\_\_\_

If, no, briefly explain: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Additional comments, if desired:

cc:

Please return one copy to: The Assistant Superintendent after completing the follow-up.