

# STUDENT SUSPENSIONS

## Background

Every student has the responsibility to comply with Administrative Procedure 350 - Code of Conduct, school codes of conduct and applicable school rules 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 or vice-principals are authorized to suspend students in accordance with the provisions of the School Act, Board policy and District administrative procedures.

Suspension is a serious consequence used in order to address unacceptable student conduct and/or to ensure a safe school environment for students and staff.

## Procedures

### 1. General

- 1.1 Principals or Vice-Principals shall ensure that students and parents are aware of [Administrative Procedure 350 - Code of Conduct](#) and the school code of conduct.
- 1.2 The unacceptable student behaviour is to be documented and include dates of incidents, preventative/remedial actions taken by the staff, interview notes of individuals interviewed in the course of investigating the incident and documentation of any communications that have taken place between the home and the school.
- 1.3 All student suspensions shall be documented in a letter of suspension to the parent. Suspensions in excess of five (5) school days require a copy of the suspension letter to be provided to the appropriate Director of Instruction.
- 1.4 The Principal or Vice-Principal shall determine the location of where the suspension shall be served.
- 1.5 During the duration of an out of school suspension, a student may not enter the school building, property or interfere with the operation of the school, nor may the student participate in any school-related activity or event (e.g., athletic competition, spectating at a school event, school dance, etc.) unless express permission has been given by the Principal.
- 1.6 Instructional materials shall be provided for students on suspension. The student is expected to continue their studies while under suspension. Upon return to school the student's progress and/or behaviour shall be monitored, and support services shall be provided if deemed necessary by the school in consultation with the parents.

### 2. Student Suspensions of Five (5) or Fewer Days

- 2.1 The Principal or Vice-Principal shall discuss the reasons for the student's suspension and duration with the parents. The need for a re-entry meeting shall also be discussed and arranged. Provisions for the ongoing education of the student shall also be discussed.
  - 2.2 The Principal or Vice-Principal shall follow with a letter of out of school suspension, which shall include:
    - 2.2.1 Reasons for suspension
    - 2.2.2 Reference to the School Act (Section 85), Administrative Procedure 355 - Student Suspensions
    - 2.2.3 Any previous behaviours related to the incident and preventative/remedial actions taken by the school where applicable
    - 2.2.4 The date/time/location of the re-entry meeting and any conditions determining the student's return to school
    - 2.2.5 Provisions for the ongoing education of the student while on suspension
  - 2.3 A copy of the suspension letter will be placed in the Student File and entered into the student information system.
  - 2.4 The Principal or Vice-Principal shall convey all documented information about the incident to the parents and a plan for the student's readmission to school shall be established.
  - 2.5 If it is deemed necessary to alter the suspension, the Principal or Vice-Principal shall consult with the Director of Instruction (where appropriate) as well as consult with the parents and other school and District staff as warranted under the circumstances.
3. Student Suspensions in Excess of Five (5) School Days
    - 3.1 Suspensions over five (5) school days requires consultation with the appropriate Student Learning.
    - 3.2 Suspensions over five (5) school days for students with identified special needs requires consultation with the Director of Student Learning.
    - 3.3 Suspensions over five (5) school days shall not be considered for students in Kindergarten through to Grade 6 without prior consultation with the Director of Student Learning.
    - 3.4 After consultation as noted in clauses 3.1 – 3.3 above, the procedures outlined in section 2 will apply.
    - 3.5 If, after consultation with the appropriate Director of Instruction, it is deemed necessary to convene a Disciplinary Hearing the parents will be informed by the Office of the Director of Student Learning of the date/time/location of the hearing. The Disciplinary Hearing will be chaired by the Director of Student Learning. The Principal and/or Vice-Principal, student and parent(s) will attend the hearing. Additional invitees may include an advocate for the student/parents, community and District professionals where appropriate. Following a Disciplinary Hearing the Director of Student Learning will inform the Principal and parents of the decision regarding the length of suspension and any other conditions that impact the student's return to school.
    - 3.6 Following a Discipline Hearing decision, the Director of Student Learning will send a letter to the parent outlining the decision and reasons for the decision. Parents will

also be informed of their right to appeal as per [Board Policy 14 – Appeals Procedure Bylaw](#).

4. Student Suspensions in Excess of Fifteen (15) School Days (Discontinuation of Programming for Students)
  - 4.1 Suspensions in excess of fifteen (15) school days requires review and approval of the Board.
  - 4.2 The Director of Student Learning shall inform the parents that the matter cannot be resolved and will be referred to the Board for consideration.
  - 4.3 The Superintendent shall arrange for the Board to hear the matter.
  - 4.4 The decision of the Board will be communicated to the parent by the Superintendent. This shall be done initially through telephone conversations followed by a letter to the parent. The parent will also be informed of their right to appeal to a Superintendent of Achievement in accordance with the provisions of the School Act.

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

Approved: August 15, 2021

Revised: