



**502.3.C Checklist for Suspensions and Expulsions**

<b>For an in-school suspension the principal or designate shall:</b>	<b>Completed</b>
inform the student of the formal disciplinary nature of the suspension and its consequences and the reasons for which the suspension is being considered;	
provide the student with an opportunity to offer an explanation;	
immediately inform the parent/guardian of the student by telephone, if possible, and as soon as possible report in writing to the parents/guardians the circumstances of the suspension, and retain a copy of the suspension letter;	
develop procedures regarding the supervision of the student;	
ensure that all of the student's teachers are informed of the suspension, and ensure that work is provided to the student from the classes that will be missed;	
attempt to involve the student in supportive services designed to resolve the problem which led to the suspension;	
if requested, provide an opportunity to meet with the student's parent/guardian or the mature student to discuss the circumstances of the suspension; and	
reinstate the student within five school days.	
<i>Note: The student is responsible for completing the school work provided during a suspension.</i>	
<b>For an out-of-school suspension the principal or designate shall:</b>	<b>Completed</b>
inform the student of the formal disciplinary nature of the suspension and its consequences and the reasons for which the suspension is being considered;	
provide the student with an opportunity to offer an explanation;	
immediately inform the parent/guardian of the student by telephone, if possible. This should be done before the student is sent out of the school;	
as soon as possible, report in writing to the parents/guardians or mature student, the circumstances of the suspension, and retain a copy of the suspension letter; <i>(refer to Exhibit 502.3.A for a sample letter for Out-of-School Suspensions)</i>	
ensure that all of the student's teachers are informed of the suspension, and ensure that work is provided to the student from the classes that will be missed;	
attempt to involve the student in supportive services designed to resolve the problem which led to the suspension;	
provide an opportunity to meet with the student's parent, or the student if the student is 16 years of age or older, to discuss the circumstances of the suspension;	
within five days of the suspension, reinstate the student.	
<i>Note: The student is responsible for completing the school work provided during a suspension.</i>	

Exhibit



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**Referral to the Expulsion Committee**

*If a suspension is to extend beyond four days, the principal shall advise the Associate Superintendent, Instructional Services, immediately since an expulsion hearing must be convened within 10 school days from the first day of the suspension.*

*The principal shall inform the parents of the student by telephone and shall immediately report in writing all the circumstances of the suspension to the Associate Superintendent, Instructional Services, with copies sent to the parents/guardians.*

Expulsion Referral Report Contents:	Completed
full description of the incident that resulted in the suspension;	
a summary of the student's previous behavior;	
a summary of the student's academic progress;	
parent/guardian contact information (SIRS printout);	
any other information that may assist the Expulsion Committee with its deliberations; and	
the principal's recommendation regarding the possible expulsion.	
<i>Note: The written report and any other correspondence to the parents/guardians or mature student concerning the suspension must be delivered by hand or sent by registered mail.</i>	

**The Expulsion Committee**

- ✓ The Expulsion Committee, empowered to act on behalf of the Board, shall, within ten school days from the first day of suspension, conduct a hearing into the case. At that time, a decision will be made to reinstate or to expel the student from school, permit enrolment in another school/program or expel the student from the system.
- ✓ The Board Expulsion Committee shall consist of the Associate Superintendent, Instructional Services as the non-voting chair, two Trustees, and a school administrator. An Education Centre staff person shall serve as recording secretary.
- ✓ The procedure to be used at the Expulsion Committee hearing shall be as follows:
  - The Associate Superintendent, Instructional Services, shall act as a non-voting chairperson for the hearing.
  - The principal or designate shall give a report as to why the student was suspended and give additional information regarding the student's attendance, performance at school, corrective interventions and other pertinent records and reports.
  - The student and parents/guardians shall be permitted to make a statement regarding the suspension.

Exhibit



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- The Expulsion Committee may request additional information from the student, parents, principal and/or resource personnel.
- Consideration to possible alternative educational program(s) and rules of reinstatement will be discussed with all parties at the time of the Hearing.
- The Expulsion Committee, without the principal or designate, parents/guardian or student present, shall decide to reinstate or to expel the student from school, permit enrolment in another school/program, or expel the student from the system.
- ✓ The Expulsion Committee’s decision and conditions of reinstatement shall be communicated to the parents of the student by telephone and confirmed by letter. Copies of the letter shall be sent to the principal of the school that the student attends. If the student is expelled, the letter shall indicate to the parent and, in the case of a student who is 16 years of age or older, the student, of their right to have the matter reviewed by the Minister of Education.
- ✓ The decision of the committee shall be reported to the Board at its next regular meeting.

**Suspension Letter Guidelines**

The principal shall ensure that the suspension letter is delivered to the parents of the student by any one of the following methods:

- ✓ In the case of a suspension of five days or less, regular mail service or hand delivery via the student may be used provided verbal contact with the parent has already been made.
- ✓ In the case of a suspension with Referral to the Board, double registered mail/courier or hand delivery is required.

Suspension Letter Guidelines:	<i>Included</i>
the student’s name, birth date and grade level;	
that the student is being suspended according to the School Act (section 24) and according to the suspension policy and procedures of the Board;	
the specific number of days that the student is being suspended, including the appropriate dates;	
reference to the specific rule or policy when applicable;	
specific details of the incident leading to suspension;	
reference to further disciplinary consequences if this specific or other misbehavior occurs again;	
a statement identifying the arrangements for, or conditions of reinstatement;	
that the student under suspension shall not frequent any District school or grounds, or ride school buses;	
the title or designation of individuals who are receiving copies of the letter; and	
a school contact person and phone number should the parent or student require further information regarding the suspension.	
<i>Note: The written report and any other correspondence to the parents or mature student concerning the suspension must be delivered by hand or sent by registered mail.</i>	

October 27, 2015

Exhibit