

502.3 Suspensions and Expulsions

1. Administrators should become familiar with Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, Policy 502.3 Suspensions and Expulsions, along with the related procedures and exhibits.
2. Administrators should document all serious student behavioural concerns. Documentation should include identification of the student(s), dates, names of others involved including staff, description of behaviour and summary of action taken.
3. Information should be filed in accordance with the Student Records Regulation, available through the Division of Instructional Services
4. Whenever possible, administrators should interview offending student(s) in the presence of another staff member.
5. Where criminal activity is suspected, administrators should involve the police and advise parents immediately, following procedures outlined in Policy 504.8 Involvement with Authorized Agencies.
6. Suspension from a Class:
 - 6.1. A teacher who suspends a student from the remainder of a class must report the suspension to the school administration immediately and direct the student to the office.
 - 6.1.1. At the earliest possible opportunity notify the student's parent/guardian of the circumstances and duration of the suspension from class;
 - 6.2. When a teacher, in consultation with an administrator, suspends a student from the next regular period(s) of a class, administration shall:
 - 6.2.1. Inform the student of the formal disciplinary nature of the suspension and its consequences and the reasons for which the suspension is being considered;
 - 6.2.2. Provide the student with an opportunity to offer an explanation;
 - 6.2.3. At the earliest possible opportunity, obtain the teacher's written report of all the circumstances of the class suspension including the student's statement;
 - 6.2.4. Ensure that all of the student's teachers are informed of the suspension;
 - 6.2.5. Ensure that work is provided to the student from the class(es) that will be missed;
 - 6.2.6. Ensure that any supervision required for the student during the actual suspension is arranged;
 - 6.2.7. Reinstate a student suspended from class within five school days

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7. In-School Suspension:
In the case of an in-school suspension, the principal shall:
- 7.1. Inform the student of the formal disciplinary nature of the suspension and its consequences and the reasons for which the suspension is being considered;
 - 7.2. Provide the student with an opportunity to offer an explanation;
 - 7.3. Immediately inform the parent of the student by telephone, if possible;
 - 7.4. As soon as possible report in writing to the parents and the student 16 years of age or older the circumstances of the suspension;
 - 7.5. Develop procedures regarding the supervision of the student;
 - 7.6. 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;
 - 7.7. Attempt to involve the student in support services designed to resolve the problem which led to the suspension;
 - 7.8. If requested, provide an opportunity to meet with the student's parent/guardian or the mature student to discuss the circumstances of the suspension;
 - 7.9. Reinstate the student within five school days.
8. Out of School Suspension:
The principal shall:
- 8.1. Inform the student of the formal disciplinary nature of the suspension and its consequences and the reasons for which the suspension is being considered;
 - 8.2. Provide the student with an opportunity to offer an explanation;
 - 8.3. 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;
 - 8.4. As soon as possible, report in writing to the parent/guardian or mature student, the circumstances of the suspension, and retain a copy of the suspension letter;
 - 8.5. 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;
 - 8.6. Attempt to involve the student in support services designed to resolve the problem which led to the suspension;
 - 8.7. Provide an opportunity to meet with the student's parent/guardian, or the student if the student is 16 years of age or older, to discuss the circumstances of the suspension;
 - 8.8. Within five days of the suspension, reinstate the student.
9. The student is responsible for completing the school work provided during a suspension.

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10. Suspension with referral to the expulsion committee:

If a suspension is to extend beyond five days, the principal shall advise the Superintendent immediately since an expulsion hearing must be convened within ten school days from the first day of the suspension.
- 10.1. The principal shall inform the parent of the student by telephone and shall immediately report in writing all the circumstances of the suspension to the Superintendent, with copies sent to the parents.
 - 10.1.1. The report should include a 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, and any other information that may assist the Expulsion Committee with its deliberations. The principal's recommendation regarding the possible expulsion must also be included.
 - 10.1.2. 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.
- 10.2. The principal may allow a designate to make a decision regarding suspension with referral to the Board on his behalf only if he/she is out of the building.
- 10.3. An Expulsion Committee empowered to act on behalf of the Board shall, within 10 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.
- 10.4. The Board Expulsion Committee shall consist of two Trustees, and a school administrator. A recording secretary will take minutes.
- 10.5. The procedure to be used at the Expulsion Committee hearing shall be as follows:
 - 10.5.1. The Associate Superintendent, Instruction Services, shall act as chairperson for the hearing.
 - 10.5.2. 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.
 - 10.5.3. The student and parents/guardians shall be permitted to make a statement regarding the suspension.
 - 10.5.4. The Expulsion Committee may request additional information from the student, parents/guardians, principal and/or resource personnel.
 - 10.5.5. Consideration to possible alternative educational program(s) and rules of reinstatement will be discussed with all parties at the time of the Hearing.

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- 10.6. The Expulsion Committee's decision and conditions of reinstatement shall be communicated to the parents/guardians 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/guardian 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.
- 10.7. The decision of the committee shall be reported to the Board at its next regular meeting.
11. Suspension Letters – Guidelines:
 - 11.1. The principal shall ensure that the suspension letter is delivered to the parents/guardian of the student by any one of the following methods:
 - 11.1.1. 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/guardian has already been made.
 - 11.1.2. In the case of a suspension with referral to the Board, double registered mail/courier or hand delivery is required.
 - 11.2. The following items shall appear in all out-of-school suspension letters:
 - 11.2.1. The student's name, birth date and grade level;
 - 11.2.2. That the student is being suspended according to the School Act and according to the suspension policy and procedures of the Board;
 - 11.2.3. The specific number of days that the student is being suspended, including the appropriate dates;
 - 11.2.4. Reference to the specific rule or policy when applicable;
 - 11.2.5. Specific details of the incident leading to suspension;
 - 11.2.6. Reference to further disciplinary consequences if this specific or other misbehavior occurs again;
 - 11.2.7. A statement identifying the arrangements for, or conditions of, reinstatement;
 - 11.2.8. That the student under suspension shall not frequent any Division school or grounds, or ride school buses;
 - 11.2.9. The title or designation of individuals who are receiving copies of the letter; and
 - 11.2.10. A school contact person and phone number should the parent or student require further information regarding the suspension;
 - 11.3. The following items shall appear in all suspension letters with referral to the Board:
 - 11.3.1. The student's name, birth date and grade level;
 - 11.3.2. That the student is being suspended according to the School Act, and according to the suspension policy and procedures of the Board;

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- 11.3.3. That the suspension is with referral to the Board;
- 11.3.4. That the Board has the authority to reinstate or expel the student from the school, permit enrolment in another school/program or expel the student from all schools in the system;
- 11.3.5. Reference to the specific school rule or policy when applicable;
- 11.3.6. Specific details of the incident(s) leading to suspension and the principal's recommendation;
- 11.3.7. That the student under suspension shall not frequent any Division schools or grounds, or ride school buses; and
- 11.3.8. A school contact person and phone number should the parent/guardian or student require further information regarding the suspension.

11.4. See Exhibit 502.3.A for a sample suspension letter.