

502.3 Suspensions and Expulsions

1. Principals and school 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. Principals and school 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. Any record containing information regarding a student investigation should be retained for a period of one year in accordance with board policy and procedure and if a suspension or expulsion occurs filed in accordance with the Student Records Regulation, available through the Division of Instructional Services.
4. When student conduct is negatively impacting on the Board's ability to provide students or staff with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, in appropriate circumstances administrators may choose to involve the police. If the police are contacted the administrator shall advise parents/guardians as soon as practical, following procedures outlined in Policy 504.8 Involvement with Authorized Agencies.

Suspensions

5. Suspension from a single class:
 - 5.1. A teacher may suspend a student from one class period;
 - 5.2. A teacher who suspends a student from a class must report the suspension to school administration immediately and direct the student to the office.
 - 5.2.1. As soon as practical, the teacher will inform the student's parents/guardians of the circumstances of the suspension from class.
 - 5.3. The principal or a school administrator shall make arrangements for supervision of the student.
6. In-School Suspension:

In the case of an in-school suspension (more than one class period), the principal or school administrator shall:

 - 6.1. Provide the student with an opportunity to offer an explanation;
 - 6.2. Inform the student of the formal disciplinary nature of the suspension and its consequences and the reasons for the suspension;
 - 6.3. As soon as practical inform the parents/guardians of the student by telephone, if possible;
 - 6.4. As soon as practical report in writing to the parents/guardians and, in the case of a student who is 16 years of age or older, the student, the circumstances of the suspension and retain a copy of the suspension letter;
 - 6.5. Develop procedures regarding the supervision of the student;

502.3 Suspensions and Expulsions, cont'd

Procedure

- 6.6. Ensure all of the student's teachers and staff members that have a need to know are informed of the suspension, and ensure work is provided to the student from the classes that will be missed;
 - 6.6.1. The student is responsible for completing the schoolwork provided during a suspension;
 - 6.7. Where appropriate involve the student in support services designed to resolve the problem which led to the suspension;
 - 6.8. Provide an opportunity to meet with the parents/guardians and, in the case of a student who is 16 years of age or older, the student, to discuss the circumstances that led to the suspension;
 - 6.9. Reinstate the student within five school days or make a recommendation for expulsion.
7. Out of School Suspension:
- In the case of an out of school suspension, the principal or school administrator shall:
- 7.1. Provide the student with an opportunity to offer an explanation;
 - 7.2. Inform the student of the formal disciplinary nature of the suspension and its consequences and the reasons for the suspension;
 - 7.3. As soon as practical, inform the parents/guardians of the student by telephone, whenever possible, before the student is sent out of the school;
 - 7.4. As soon as practical, report in writing to the parents/guardians and, in the case of a student who is 16 years of age or older, the student, the circumstances of the suspension, and retain a copy of the suspension letter;
 - 7.5. Ensure that all of the student's teachers and staff members that have a need to know are informed of the suspension, and ensure work is provided to the student from the classes that will be missed;
 - 7.5.1. The student is responsible for completing the schoolwork provided during a suspension;
 - 7.6. Where appropriate involve the student in support services designed to resolve the problem which led to the suspension;
 - 7.7. Provide an opportunity to meet with the student's parents/guardians, or in the case of a student who is 16 years of age or older, the student, to discuss the circumstances that led to the suspension;
 - 7.8. Reinstate the student within five school days or make a recommendation for expulsion.
8. Suspension Letter Guidelines (5 Days or Less):
- 8.1. The principal or school administrator shall ensure that the suspension letter is delivered to the parents/guardians of the student and, in the case of a student who is 16 years of age or older, the student, by any one of the following methods:
 - 8.1.1. In the case of a suspension of five days or less, by email, regular mail service or hand delivery via the student may be used provided verbal contact with the parents/guardians has already been made.

502.3 Suspensions and Expulsions, cont'd

- 8.1.2. In the case of a suspension with recommendation of expulsion to the Board, the principal must ensure receipt of the relevant documentation by the parent/guardian and student either by email, registered mail/courier or hand delivery.
- 8.2. The following items may appear in out-of-school suspension letters:
 - 8.2.1. The student's name, birth date and grade level;
 - 8.2.2. That the student is being suspended according to the *Education Act* and according to the suspension policy and procedures of the Board;
 - 8.2.3. The specific number of days that the student is being suspended, including the specific dates;
 - 8.2.4. Reference to the specific rule, administrative procedure or policy when applicable;
 - 8.2.5. Specific details of the incident leading to suspension;
 - 8.2.6. That the student under suspension shall not frequent any Division school or grounds except as provided for in the suspension letter;
 - 8.2.7. The title or designation of individuals who are receiving copies of the letter; and
 - 8.2.8. An administrator's contact information should be provided to the parents/guardians or student if they require further information regarding the suspension.

Expulsions

- 9. At any time or prior to the end of the student's suspension, the principal may recommend that the Board expel the student. When a principal recommends expulsion, the following shall apply:
 - 9.1. The principal shall inform the parents/guardians of the student and, in the case of a student who is 16 years of age or older, the student, by telephone and shall, as soon as practical, report in writing all the circumstances of the suspension to the Associate Superintendent of Instructional Services, with copies sent to the parents/guardians and, in the case of a student who is 16 years of age or older, the student. The report shall include:
 - 9.1.1. The student's name, birth date and grade level;
 - 9.1.2. That the student is being suspended according to the *Education Act*, and according to the suspension policy and procedures of the Board and the suspension is with referral for expulsion to the Board;
 - 9.1.3. That the Board has the authority to reinstate or expel the student from the school;
 - 9.1.4. A full description of the incident that resulted in the suspension and subsequent recommendation for expulsion, a summary of the student's previous behaviour, a summary of the student's academic progress, and any other information that may assist the Expulsion Committee with its deliberations.

502.3 Suspensions and Expulsions, cont'd

Procedure

- 9.1.5. Reference to the specific school rule, administrative procedure or policy when applicable;
- 9.1.6. An administrator's contact information should be provided to the parents/guardians or student if they require further information regarding the suspension and recommendation for expulsion;
- 9.1.7. The written report and any other correspondence to the parents/guardians and, in the case of a student who is 16 years of age or older, the student, concerning the suspension or expulsion must be hand delivered, sent by email or sent by registered mail.
- 9.2. Upon receipt of a recommendation of expulsion, the Associate Superintendent of Instructional Services shall strike an Expulsion Committee. The 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. If an expulsion occurs, the student must be provided with a supervised education program.
- 9.3. The Board Expulsion Committee shall consist of two Trustees and a school administrator. A recording secretary will keep a record of the meeting, and the Associate Superintendent of Instructional Services will support the expulsion process as required by the Committee.
- 9.4. The procedure to be used at the Expulsion Committee hearing shall be as follows:
 - 9.4.1. The chairperson of the Expulsion Committee shall be chosen from one of the two Trustee members of the Expulsion Committee and shall be responsible for guiding the hearing process.
 - 9.4.2. The principal and/or other school administrator shall give a report as to why the student was suspended, and include reasons a recommendation of expulsion was made, a summary of the student's previous behaviour, a summary of the student's academic progress, and any other information that may assist the Expulsion Committee with its deliberations.
 - 9.4.3. The student and parents/guardians shall be permitted to make a response to the recommendation of expulsion.
 - 9.4.4. The Expulsion Committee may receive submissions and/or give consideration to possible alternative education program(s), rules and conditions respecting the circumstances in which the student may be enrolled at the same or a different education program.
 - 9.4.5. Following the expulsion hearing, the Expulsion Committee Chair shall issue the decision on behalf of the Expulsion Committee.
- 9.5. The Expulsion Committee's decision and any rules or conditions imposed on the student to be enrolled in the same or a different education program shall be communicated to the parents/guardians of the student and, in the

502.3 Suspensions and Expulsions, cont'd

case of a student who is 16 years of age or older, 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.

- 9.6. If the student is expelled, the letter shall indicate to the parents/guardians 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 per the Education Act. An appeal to the Minister must be made within 60 days of being informed of the decision per the Education Act.