

## Administrative Procedure 355

---

# SUSPENSION AND EXPULSION OF STUDENTS

### Background

Suspension and expulsion of students are serious consequences used in order to encourage student self-discipline and responsible behaviour and/or to ensure a safe school environment for students and staff.

An educational program must be provided for students on suspension.

### Procedures

1. Suspensions Resolved at the School Level
  - 1.1 Principals have been authorized to suspend a student for up to a maximum of five (5) days. Appropriate procedures must have been taken, prior to infractions, to ensure that affected students are aware of specific rules of conduct.
  - 1.2 Where appropriate, principals are encouraged to discuss a proposed suspension or alternative with the Zone Superintendent prior to taking action.
  - 1.3 Where possible, the Principal will immediately report the circumstances and duration of the suspension to the parent or guardian in person or by telephone, and shall record the time, date and substance of such contact.
  - 1.4 The Principal shall also immediately report the circumstances and duration of the suspension by letter to the parent or guardian, and record the time and date of mailing. Where no direct contact was achieved, the letter shall be sent by registered mail.
  - 1.5 Suspension notices must be signed by the Principal. The Vice-Principal has the authority to sign on behalf of the Principal only during the Principal's absence from the school premises.
  - 1.6 A copy of the letter addressed to the parent or guardian is to be forwarded to the Zone Superintendent.
2. Suspensions Referred to the Assistant Superintendent
  - 2.1 A suspension referred to the Assistant Superintendent requires the prior agreement of the Zone Superintendent.
  - 2.2 These suspensions shall be authorized by the Zone Superintendent before the student and/or parents or guardians are notified.
  - 2.3 Where possible, the Principal will immediately report the circumstances of the suspension to the parent or guardian in person or by telephone, and shall record the time, date and substance of such contact.
  - 2.4 The Principal shall also immediately report the circumstances of the suspension by letter to the parent or guardian, and shall record the time and date of mailing. Where no direct contact was achieved, the letter shall be sent by registered mail.

- 2.5 Suspension notices must be signed by the Principal. The Vice-Principal has the authority to sign on behalf of the Principal only during the Principal's absence from the school premises.
  - 2.6 A copy of the letter addressed to the parent or guardian is to be forwarded to the Zone Superintendent.
  - 2.7 The Assistant Superintendent where necessary, may extend the suspension, and shall convene an investigative meeting as soon as practicable following notification of the suspension. The meeting will determine whether:
    - 2.7.1 The matter can be resolved at this level;
    - 2.7.2 The matter is to be referred to the Board for further action.
  - 2.8 If the matter can be resolved at this level the Zone Superintendent will authorize re-entry and a re-entry letter shall be forwarded to the parents or guardians.
3. Suspensions Referred to the Board
- 3.1 If a suspension referred to the Assistant Superintendent cannot be handled within a fifteen (15) day extended suspension period, the matter will be reported to the Board.
  - 3.2 Where a suspension requires Board action beyond the initial extension:
    - 3.2.1 The Assistant Superintendent shall inform the parents or guardians that the matter cannot be resolved and will be referred to the Board for consideration.
    - 3.2.2 The Superintendent shall arrange for the Board or a Committee of the Board to hear the matter.
    - 3.2.3 The student, the parents or guardians, the Principal and the Zone Superintendent shall be invited to this meeting.
    - 3.2.4 The Board will hear evidence and give a formal resolution to the suspension.
4. Appeals to Suspensions
- 4.1 Section 11 of the School Act, enables a student to appeal a decision made by an employee of the District which significantly affects the education, health or safety of a student. As such the following outcomes of suspension shall be appealable:
    - 4.1.1 Disciplinary suspension from school of a period in excess of five (5) consecutive instructional days;
    - 4.1.2 Transfer of a student from one school to another for disciplinary reasons;
    - 4.1.3 Refusal to offer an education program to a non-graduated student sixteen (16) years of age or older.

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