

## **POLICY 4300**

### **STUDENT DISCIPLINE – SUSPENSIONS**

**November 1999**

**October 2002**

**May 2003**

**February 2008**

**February 2010**

#### **POLICY**

In dealing with student behaviour of a nature serious enough to warrant suspension, principals will be guided by the following.

#### **PROCEDURE**

Under the authority of Section 85 of *the School Act*, the Board of Education provides regulations governing student suspensions. The Principal or if so authorized by the Principal, the Vice Principal of a school shall under authority of the School Act implement these procedures:

1. Student suspensions will be reserved for cases where:
  - a. A student is willfully disobedient to a teacher or any other employee of the Board of Education, or person carrying out responsibilities approved by the Board of Education or
  - b. The behaviour of a student has a harmful effect on the student or others.
2. Upon suspension, the Principal shall forthwith report the circumstance and the duration of the suspension to the parent or guardian. This is to be done by a phone call or other immediate notification, and a letter copied to the Superintendent of Schools. In addition, the parent should be contacted by phone or in person if at all possible. In any case, it is the responsibility of the Principal to see that immediate contact is made with the parent or guardian.
3. Student suspensions not exceeding five days may be imposed and lifted by the Principal.
4. Student suspensions in excess of five days are referred to the Board of Education for review and disposition.
5. The Principal shall provide assignments to a student at the time of suspension and may condition the removal of the suspension on the Principal's assessment of the student's work in relation to these assignments. In the event the suspension is brought before the Board of Education, such conditions are a matter for review by the Board.
6. Suspensions in excess of five days of length may occur due to reasons including, but not exclusive to, the use or possession of drugs and alcohol, serious threats, use of weapons, or ongoing chronic behaviours.

7. In cases of student suspension in excess of five days, the school will notify the Superintendent of Schools, arrangements through the Superintendent of Schools will result in a determination of whether the suspension is a District Suspension or Board of Education Suspension. As outlined below, the District will assign the Superintendent or designate to conduct a suspension hearing. The hearing will involve the Superintendent or designate, a principal, the student and parent at the meeting. In the case of aboriginal or reserve students, the appropriate Education Administrator will be informed and invited to attend.

The parent may bring an advocate if they desire. The most severe incidents will be dealt with by the Board of Education as outlined below. Board of Education suspension hearing involving two trustees, the student and parent or guardian, the Principal and the Superintendent of Schools or Designate. In addition, the parent or guardian shall have the right to representation of their choosing. Additional parties may be included as requested and agreed upon by those concerned. The Superintendent or Designate will chair the meeting.

- a. Background information on the student, details of the suspension incident, progress on the home assignments along with perceptions of the home and school on the best direction for the student will be reviewed.
  - b. The case will be further reviewed by trustees and the Superintendent or Designate with the home and school excused.
  - c. Recommendations of the Committee will be shared with the home and school to be implemented immediately.
  - d. Both the home and school will be informed that should they find the recommendations unacceptable, they have the right to request a Special Board Meeting. In the meantime both sides are obligated by the recommendations.
  - e. A decision of a board as outlined in Section 11 of the School Act may be appealed to a superintendent of achievement. The Chief Executive Officer and trustees will assist with this process.
  - f. A written record of the suspension hearing will be sent to the parent or guardian and the Principal.
  - g. Recommendations of the Committee go forward to the in-camera session of the next Regular board Meeting.
8. Notwithstanding the wording of procedure 7, the Principal or Superintendent may refuse to offer a program to students sixteen years of age or older for refusal to comply with the code of conduct or failure to apply him/herself to school work.

**Procedural Guidelines**

Below is table representing possible school responses to various inappropriate actions. Please note that this is not prescriptive, and considerable interpretation is left to the judgment of the school principal.

In School	Out of School (1-2 Days)	Out of School (3-5 days)	District Suspension 5+	Board of Ed Suspension 5+
Disruptive Behaviours	Chronic Behaviours	Chronic Behaviours	Drug or Alcohol use	Use of Weapon
Attendance/ Tardiness	Bullying	Fighting	Minor Drug/ Alcohol Possession	Drug/ Alcohol Trafficking
Minor Bullying/ Teasing	Defiance	Chronic Bullying	Progressive Discipline	Major Violation of School Safety
Academic Issues	Minor pushing/ safety issues	Weapon Possession		