

**Student Suspensions**

**Policy No. 302.15R**

**REGULATIONS**

**TEMPLATE: 302.15T – TEMPLATE - Out-of-School Suspension – 1-5 day suspension**

**TEMPLATE: 302.15T – TEMPLATE - Out-of-School Suspension – more than 5 days**

**TEMPLATE: 302.15T – TEMPLATE - Out-of-School Suspension - pending a VTRA**

**1. Suspensions by a Principal/Vice Principal**

- 1.1. A Principal/Vice Principal is hereby authorized to suspend a student when he/she concludes that:
  - 1.1.1. Appropriate classroom or school-based interventions have already occurred;
  - 1.1.2. A student is willfully disobedient to a teacher or any other employee of the Board carrying out responsibilities approved by the Board;
  - 1.1.3. The behaviour of the student has a harmful effect on the character or persons of other students; or,
  - 1.1.4. The behaviour of the student is inappropriate so that it interferes with the operation of the school.

**1.2. Inappropriate student behaviour**

- 1.2.1. Inappropriate student behaviours which pose a serious threat to his/her own character or person of others, or to the efficient operation of the school include but are not limited to:
  - Fighting, physical assault, threats or intimidation, harassment, bullying;
  - Possession/use of alcohol and/or narcotics;
  - Possession of any object that, in the opinion of the principal or vice principal, is potentially dangerous in the hands of a particular student or in a particular situation. This includes:
    - i. any weapons, legal or illegal
    - ii. firearms or replicas/imitations
  - Refusal to comply with a reasonable staff request;

- Verbal abuse, use of profanity;
- Theft;
- Vandalism; or,
- Other breaches of the school's Codes of Conduct or the law.

1.2.2. The Board recognizes the discretion of the school's Principal/Vice Principal in notifying the local RCMP of student behaviour that poses a serious threat to themselves or others.

**2. Procedures for Out-of-School Suspensions Up To and Including Five Days:**

2.1. The Principal/Vice Principal shall conduct an investigation and prepare and retain records of the conduct leading to the suspension, including where possible, a record of the interview(s) with the student who is the subject of the investigation.

2.2. When possible, a report to the parent/guardian of the circumstances and duration of the suspension shall be made in person or by telephone on the day of the suspension.

2.2.1. When suspending the student, the Principal/Vice Principal will contact the student's parent/guardian or other emergency adult contact. If contact is not made with the parent/guardian by the end of the school day, a suspended student can be released from the school's care if:

- a) The student does not have a history of, or appear to be in, emotional distress;
- b) Another responsible adult who knows the family is willing to care for the student; and,
- c) The Principal/Vice Principal continues to attempt to contact the parent/guardian.

2.3. The Principal/Vice Principal shall send by mail or hand deliver a notice of suspension to the parent/guardian of the student involved.

2.4. A copy of the notice of suspension shall be emailed to the SBO Communications Clerk on the day of the suspension, who will route the notice of suspension to the Superintendent of Schools and the Senior Staff member responsible for the school.

2.4.1. Due to privacy considerations, no one else will receive a copy of the notice of suspension.

**Exception:** If the learner is Aboriginal, and where there is a signed Local Education Agreement with permission to share suspension information with the Education Department of the First Nation, please follow locally agreed upon procedures of notification.

- 2.4.2. The receipt of any notice of suspension by the Superintendent of Schools shall be deemed to be received by the Board.
  - 2.5. The Manager of Transportation and the area Transportation Coordinator will be notified on the day of suspension of any suspension involving a bus student in order to cancel bus privileges for the duration of the suspension.
  - 2.6. The notice of suspension sent by the Principal/Vice Principal shall include:
    - a) The authority of the *School Act*;  
“... pursuant to the authority of the *School Act*, Section 26(a) & Section 6, School District Policies 301.5 and 302.15, and the School Code of Conduct...”
    - b) An outline of the reason(s) for the suspension;
    - c) The provision and nature of educational program to be provided to the student for the duration of the suspension;  
“In keeping with the *School Act*, Section 85(2cii)(2d), homework will be made available...”
    - d) The length of suspension, specifically the number of days to a maximum of five school days; and,
    - e) The expectation of the school’s principal prior to re-admittance if necessary.
  - 2.7. An educational program provided to the student for the duration of the suspension shall include such materials and directions as would enable the student to continue with his or her studies.
  - 2.8. A copy of the notice of suspension will be placed in the student’s file.
  - 2.9. Due Warning:
    - 2.9.1. Principals/Vice Principals should ensure that formal notice of due warning is given to individual pupils and their parent/guardian, and that evidence of the ‘due warning’ is recorded in the student’s discipline record.
    - 2.9.2. The notice of due warning should include the actions that may be taken by the Principal/Vice Principal and the possible consequences.
- ### **3. Procedures for Suspension to the Board – Out-of-School Suspensions of More Than Five Days**
- In the event of a suspension of more than five days, the following conditions will be met:
- 3.1. All the procedures for suspensions up to and including five days should be followed by the school.
  - 3.2. When a Principal/Vice Principal recommends that a suspension be continued for a period in

excess of five days, the principal shall immediately notify the Superintendent of Schools and the Senior Staff member responsible for their school.

- 3.3. The notice of suspension sent by the Principal/Vice Principal may be a suspension with the recommendation that the student and/or parent/guardian set up an appointment through the office of the Superintendent of Schools, or designate, to meet with a discipline committee, as determined by the Senior Staff member responsible for the school.
- 3.4. A meeting with the discipline committee will be scheduled after the fifth school day following the initial suspension.
- 3.5. The meeting of the discipline committee will include the student, parent/guardian, the Principal, the Superintendent of Schools or Senior staff member responsible for the school, and may include any combination of the following as determined by the Senior Staff responsible for the school:
  - Vice Principal
  - Specialized district representative
  - Counsellor
  - Teacher
  - Support Worker
  - Aboriginal education staff
  - A School Trustee
- 3.6. The meeting will be chaired by the Senior Staff member responsible for the school.
- 3.7. A full report on the student will be available at the meeting. The report will include previous warnings of a serious nature, or suspensions if any, current marks and attendance.
- 3.8. The principal and/or vice principal shall provide a description of the circumstances that led to the suspension.
- 3.9. The parent/guardian and/or the student will be provided the opportunity to make a verbal submission to the committee.
- 3.10. The committee may ask any questions it considers necessary to determine the matter and/or may request any other individuals to provide information.
- 3.11. The Chair of the committee shall consider the information set before them and make a decision. The decision may be to:
  - Re-admit the student;
  - Re-admit the student on a behavioural or conditional contract;

- Uphold or extend the suspension;
  - Uphold or extend the suspension pending further actions including but not limited to: assessment, additional incident related assignments, community hours, and restorative justice;
  - Recommend an alternate service delivery which allows the student to work towards the completion of his/her educational program; or,
  - Recommend a Violent Threat Risk Assessment.
- 3.12. A summary letter outlining the decision of the Discipline Committee written by the Chair will be copied to the Superintendent of Schools. A copy will also be placed in the student's file.
- 3.12.1. The letter will include:
- Summary of the meeting;
  - Giving due warning should another incident occur; and,
  - Giving notice of the appeal process.
- 3.13. The Chair shall notify the parent/guardian and the student of the committee's recommendation.

#### **4. Appeals**

- 4.1. A student or parent/guardian has the right to appeal the suspension decision as per the *Appeals Procedure Bylaw, No. 302.17*.

#### **5. Record Keeping**

- 5.1. The Board of Education expects that the school and district administration will maintain accurate and reliable records which allow monitoring and tracking of individual, school and district-wide patterns of student conduct.

#### **6. Reporting**

- 6.1. Quarterly summary reports of suspensions to the Discipline Committee will be presented to the Board.