

Policy:	Student Suspensions	GOV-100
Division:	Board	
Cross-Reference:	<i>PROG-302 Bomb Threats</i> <i>PROG-303 Weapons</i> <i>PROG-306 Student Search and Seizure</i> <i>PROG-307 Police Investigations</i> <i>FIN-500 Acceptable Use of Technology</i>	

1. Authority

Suspensions and Expulsions are carried out in accordance with Sections 36 and 37 of the Schools Act, 1997 and Board policy.

2. School Policies

2.1 All schools shall implement *Positive Behaviour Supports* (PBS) and develop and adopt a code of conduct and behaviour consequence policy that are in line with the provincial [Safe and Caring Schools Policy](#).

2.2 Behaviour consequence policies should outline those behaviours that warrant suspension and incorporate:

- a) Effective prevention approaches and conflict resolution strategies
- b) Intervention strategies for violent and potentially violent situations.

2.3 The policy should be discussed with the school council and communicated to all parents.

3. Removal from Class by a Teacher

3.1 Consistent with the school's code of conduct and school-wide PBS guidelines for dealing with behaviour, a teacher may remove a student from class, after reasonable means to deal with a situation and to maintain order have been unsuccessful. A student may be removed where s/he is a threat to the safety of others or seriously disrupts the teaching and learning process.

3.2 A removal by a teacher applies only to a current class period.

3.3 Students removed by a teacher must be directed to the school office or to an alternate location designated by the school administration, where supervision is

provided. The teacher must immediately inform the school administrator of the removal from class and document the matter in Review 360 at the earliest possible opportunity.

- 3.4 Reasonable effort must be made by the teacher, as determined in consultation with the school administrator, to contact the parent/guardian and discuss the incident.

4. Suspension by a School Administrator

- 4.1 A school administrator may suspend a student from one (1) or more class periods; a course or program; school; the school bus; or, a school-sponsored activity where:

- a) The student:
 - i. Is a threat to the safety of others;
 - ii. Seriously disrupts the teaching and learning process;
 - iii. Deliberately damages property of the school;
 - iv. Deliberately damages the property of others on school property or during school-sponsored events;
 - v. Refuses to abide by the school code of conduct and/or other school/district policies.
- f) The school administrator has reasonable grounds to suspect that the student is involved in criminal activity and/or is under the influence or in possession of illegal drugs and/or alcohol.

- 4.2 A school administrator may issue an in-school or an out-of-school suspension. A school administrator is expected to consider an in-school suspension as an alternative to an out-of-school suspension whenever appropriate.

- 4.3 A school administrator has the authority to suspend a student from school for up to five (5) days at any one time and for a maximum of 30 days in total in a school year.

- 4.4 The disciplinary process for any student should be recorded in Review 360.
 - a) School administrators must ensure that all out-of-school suspensions are recorded in Review 360.
 - b) Senior Education Officers (Programs) are responsible for obtaining regular reports from Review 360 on out-of-school suspensions for their Families of Schools, and for providing updates to the Regional Assistant Director of Education (Programs) as necessary.

5. Suspensions and Expulsions with the Approval of the Director.

- 5.1 Where a school administrator has suspended a student for five days and intends to request approval of an extended suspension, s/he must submit the request to

the Regional Assistant Director of Education (Programs) [6-10 days] or the Director of Education [more than 10 days] at the earliest possible opportunity and by day three wherever possible.

a) The requests for extension are expected to be done in consultation with the Senior Education Officer for the school.

5.2 As delegated by the Director of Education, the Regional Assistant Director of Education (Programs) has the authority to approve the suspension of a student for six (6) to ten (10) days at any one time.

5.3 The Director of Education must approve a suspension of a student for more than ten (10) days at any one time, or a suspension which will mean that the student will be suspended for more than 30 days in total in one school year.

5.4 In accordance with Section 37 of the Schools Act, 1997, the Director of Education may approve the expulsion of a student. The school may re-admit a student who has been expelled and a student has the right to be re-admitted at the commencement of the next school year, as per Section 38 of the Act.

6. Implementation of Suspension

6.1 The student shall be clearly informed as to the reason for suspension.

6.2 Parents/guardians must be notified when a student is issued an in-school suspension.

6.3 Parents/guardians must be notified in writing when a student is issued an out-of-school suspension. Please refer to Form 100-A: Letter of Suspension Template. In addition to a letter of suspension, every reasonable effort should be made to contact the parent/guardian.

6.4 If a school administrator is seeking approval to suspend a student for more than five days, or to extend a suspension beyond five days, s/he must submit the request on Form 100B: Application for Approval of Extended Suspension to the Regional Assistant Director of Education (Programs) or the Director of Education, as necessary.

6.5 When a student is serving an in-school or out-of-school suspension, the school administrator or teacher(s) shall make available the materials to be covered in class and shall evaluate all work that is submitted. Parents/guardians should be made aware that class materials are available and how they can be obtained (e.g. emailed, picked up at school office).

- 6.6 It is recommended that when a student is suspended for serious, aggressive and/or repetitive disciplinary infractions, a re-entry or transitional plan be developed to facilitate the student's successful return to school.
- a) In cases where a suspension is for five or more days, a re-entry plan must be initiated. In situations where deemed necessary, a school administrator could request that a re-entry plan be developed for a student who has been suspended for fewer than five days.
 - b) Work to develop re-entry plans should commence as early as possible during the suspension period.
 - c) Re-entry plans should include interventions to enable positive behavioural changes, details regarding any reduced school days (i.e. partial days) and restricted movements within the school.
 - d) Where appropriate, school personnel may consult with Student Support Services regarding a re-entry plan.

Appendix A: OUT-OF-SCHOOL SUSPENSION CHECKLIST
[FOR ADMIN USE ONLY]*

Parent/Guardian Contact

- Parent/guardian has been contacted and notified in writing of out-of-school suspension and right to appeal.
- Meeting with parent/guardian has been arranged, if necessary.
- Parent/guardian has been advised of how to obtain homework/class materials.

Extended Suspension

- Recommendation for extended suspension has been discussed with Senior Education Officer.
- Application for approval of extended suspension has been submitted to Regional Assistant Director of Education (6-10 days).
- Application for approval of extended suspension has been submitted to the Director of Education (more than 10 days).

Re-entry/Transition Plan

- Development of Re-entry Plan has been initiated.
- Parent meeting has been scheduled or held.
- Student's Program/IEP/ISSP has been reviewed.

Where necessary.....

- Counselling support has been provided.
- Student Support Services staff are involved.
- Student has been referred to outside agency.
- OTHER:

****Guidelines for school administrators for managing out-of-school suspensions.***