



When a student's conduct is deemed injurious to the welfare of the school or injurious to the school's educational purpose, suspensions are sometimes necessary to ensure the safety of other students in the schools.

Suspensions are applied when other disciplinary measures have been found to be ineffective or when the student's behaviour disrupts the learning of others, endangers fellow students, teachers, or school officials.

Decisions to suspend a student must be made after a full investigation has been completed, which requires a personal interview with the student and other affected people, staff and students.

When a suspension becomes necessary, the following procedures shall be followed by school and/or divisional personnel.

"Suspension" is the temporary exclusion, under division policy, of a student from a classroom, or from a school for a defined period of time.

### **Scope of Suspension Authority**

- Teacher – may suspend from the classroom, for a period of not more than two days
- Principal – may suspend from school up to five school days
- Superintendent/CEO – may suspend from school up to six weeks
- Board of Trustees – may suspend for greater than six weeks

### **Student Suspension – Teacher Authority**

Teachers have the authority to suspend from the classroom for a period of not more than two days, a student who engages in conduct considered detrimental to the classroom environment and that contravenes the school's code of conduct.

Consultation shall occur between the teacher and the principal and/or designate prior to the teacher implementing a suspension. The teacher and the principal shall define the location and the supervision requirements for the student during the defined suspension.

When a teacher suspends a student from the classroom for more than one class period and arranges an in-school suspension, the principal or designate, shall contact the parent(s)/guardian(s) of the suspension and the reasons for it. (Students who have leaving the class as a written section of their Individualized Educational Plan or their Behavior Intervention Plan are excluded.)

The teacher shall immediately document the suspension and give this report to the principal and/or designate who shall keep a record of each suspension.

The principal will determine where the suspension is to be served and the classroom teacher will provide the necessary course work for the student to complete during the suspension.



### **Student Suspension – Principal Authority**

A principal may suspend from a school a pupil who engages in conduct that the principal considers injurious to the school's welfare or educational purpose.

A principal suspension shall not exceed five days.

A principal may recommend a longer suspension to the Superintendent/CEO.

A principal who suspends a student from school shall promptly inform the student(s) parent(s)/guardian(s) of the suspension and the reasons for the suspension and forward the approved letter of suspension to the parent(s)/guardian(s) when an out-of-school -suspension is implemented.

The principal may require the parent(s)/guardian(s) to attend a meeting prior to the student's readmission.

The principal shall complete "Report on Student Suspension" and send it electronically to the Superintendent/CEO within 24 hours of the suspension.

Requests for an out-of-school suspension for a period longer than five days shall be forwarded in writing to the Superintendent/CEO or designate for consideration. The request must outline the reasons for the request and actions taken by the school to address the situation. No action on the request shall be taken until approval from the Superintendent/CEO or designate has been received. Once the request is approved, the principal shall inform the parent(s)/guardian(s) in writing of the suspension extension and the date when the student can return to school.

### **Considerations Regarding Out-of-School Suspensions**

School personnel shall not provide permission for a student subject to an out-of-school suspension to leave the school, before and/or after the regular dismissal time, until the parent(s)/guardian(s) have been notified.

The principal or designate is responsible to provide educational assignments to students who have been given an out-of-school suspension. It is the responsibility of the parent/guardian (or student if age 18 or over) to make arrangements to pick up assignments.

Any copies of a letter of suspension received by parent(s)/guardian(s) should be limited to their placement in the student's cumulative file.

A behaviour intervention plan must be written for a student who has received more than two suspensions in a school year.

### **Right of Appeal and Appeal Procedures to Superintendent**

The student and/or the student's parent(s) may appeal a suspension to the Superintendent/CEO.

The Superintendent/CEO shall convene a meeting of the principal or designated who suspended the student, other school staff deemed necessary, the suspended student(s) and the parent(s)/guardian(s).



The meeting shall occur as soon as possible after receipt of the request for an appeal and be conducted informally, allowing both the school's representatives and the student and parent(s)/guardian(s) to present information.

The Superintendent/CEO will define the outcome of the appeal at the conclusion of the hearing.

The student may appeal the Superintendent/CEO's decision to the Board.

### **Right of Appeal and Appeal Procedures to Board of Trustees**

When a student appeals a suspension to the Board, the Board shall hear the appeal at one of its in-camera meetings.

The Board may employ counsel during the appeal process.

The Chairperson of the Board shall conduct the appeal hearing using the following agenda guidelines:

- The Chairperson introduces the participants.
- The Chairperson explains the appeal hearing procedure to all those in attendance.
- The Superintendent/CEO presents a verbal report to the Board of Trustees. The Board may request additional information and/or clarification.
- The parent(s)/guardian(s), student, and/or counsel are invited to present additional information and provide clarification regarding the appeal.
- The appeal hearing is concluded and the appeal is discussed in-camera by the Board.
- The Board returns to its regular order of business; whenever possible, the Board shall determine the outcome during the same meeting. The authority and decision of the Board are definitive.

The Superintendent/CEO shall communicate the decision to the student, the parent(s)/guardian(s) and the school.

If an appeal results in a decision in the student's favour, any documentation pertaining to the proposed suspension shall be removed from the student's cumulative file. The Superintendent/CEO's office shall archive such documentation in the best interests of all involved parties.