

### STUDENT BEHAVIOUR – SUSPENSIONS

#### 1. Definite Suspensions

Administrative officers may suspend a student from school for a maximum of five school days commencing the first school day after the date of the action. Fair procedure, as outlined in **Administrative Procedure 355 – Student Behaviour and Discipline**, shall be followed prior to the decision being made to suspend a student.

##### 1.1. Definite suspensions are issued when:

1.1.1. In the opinion of an administrative officer, there has been a serious breach of the school's code of conduct and/or **Administrative Procedure 350 - District Student Code of Conduct**, including any drug and/or alcohol related activity;

1.1.2. In the opinion of an administrative officer, there has been continual minor breach of the school's code of conduct and/or **Administrative Procedure 350 - District Student Code of Conduct**, and previous efforts short of suspension have been made to rectify the situation.

1.2. Prior to the student leaving school, parents shall be contacted, and the safety of the student or others ensured. A letter shall be sent outlining the offense and shall be retained in the student file (unless determined otherwise by the Principal) with a copy sent to the Director of Instruction Health and Safety.

1.3. Prior to re-entry, the student and his/her parent(s) shall attend a meeting at the school. At that time, any conditions that have been established for re-entry shall have been completed or a plan set in place for completion.

1.3.1. Principals are encouraged to set conditions which are directly related to the transgression, and may include (but will not be limited to) research work, letters of apology, contact with community mentors, work, presentations or apologies with or to other students or employees, counselling sessions or school/community work/service.

1.4. During the time of the suspension, students are not to be in or around the school, nor shall they disrupt or influence other students going to or from school at lunch or breaks or other school activities, or attend or participate in any school activity or event.

1.5. Students under suspension are expected to continue with their educational program provided by the school while under the supervision and/or care of their parents. It is recognized that it is not possible to provide the identical educational program when students are under suspension.

#### 2. Indefinite Suspensions

Administrative officers may suspend a student from school for an indefinite period of time and refer the student to the Director of Instruction Health and Safety. Fair procedure as outlined in **Administrative Procedure 355 – Student Behaviour and Discipline** shall be followed prior to a decision being made to suspend a student from school indefinitely.

##### 2.1. Indefinite suspensions are issued when:

- 2.1.1. In the opinion of the administrative officer, there has been an extremely serious breach of the school's code of conduct and/or **Administrative Procedure 350 - District Student Code of Conduct**.
  - 2.1.2. In the opinion of the administrative officer, there has been continual breach of the school's code of conduct and previous definite suspensions have been issued.
- 2.2. Parents shall be contacted, and the safety of the student and others ensured. A letter shall be sent to parents outlining the offense and shall be retained in the student file.
- 2.3. Parent(s) shall accompany the student to the meeting with the Director of Instruction Health and Safety.
- 2.4. The Director of Instruction Health and Safety, may set a date for re-entry, establish conditions for re-entry, refer the matter to another District official, refer the matter to the Suspension Review Committee, transfer the student to another school, or refer the matter to the Superintendent.
- 2.5. The Director of Instruction Health and Safety, shall inform the parents of the decision, and a letter shall be sent which shall be retained on the student file.

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

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