

Administrative Procedure 6020 R2
Student Behaviour – Suspensions

1. **Definite Suspensions**

Administrative officers or their designates 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 Board Regulation 6020R1, 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 or designate, there has been a serious breach of the school's code of conduct and/or board policy, including any drug and/or alcohol related activity;

1.1.2 in the opinion of an administrative officer or designate, there has been continual minor breach of the school's code of conduct and/or board policy, and previous efforts short of suspension have been made to rectify the situation.

1.2 Prior to the student leaving school, parents or guardians shall be contacted, and the safety of the student or others ensured. A letter shall be sent outlining the appropriate board policy and shall be retained in the student file (unless determined otherwise by the principal) with a copy sent to the superintendent.

1.3 Prior to re-entry, the student and his/her parent(s)/guardian(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.

Schools 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 superintendent of schools or designate. Fair procedure as outlined in Board Regulation 6020R1 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 or designate, there has been an extremely serious breach of the school's code of conduct and/or board policy'

2.1.2 in the opinion of the administrative officer or designate, there has been continual breach of the school's code of conduct and previous definite suspensions have been issued.

2.2 Parents or guardians shall be contacted, and the safety of the student and others ensured. A letter shall be sent to parents outlining the appropriate board policy and shall be retained in the student file.

2.3 Parent(s) or guardian(s) shall accompany the student to the meeting with the superintendent (or designate).

2.4 The superintendent (or designate) may set a date for re-entry, establish conditions for re-entry, refer the matter to another district official, refer the matter to the Case Review Committee, transfer the student to another school, or refer the matter to the Board of Education.

2.5 The superintendent (or designate) shall inform the parents of the decision, and a letter shall be sent which shall be retained on the student file.

3. Indefinite Suspensions - Board Committee

An administrative officer shall, after following fair procedure as outlined in Board Regulation 6020R1, issue an indefinite board-level suspension for weapons offences. The superintendent or district staff designate may refer the indefinite suspension to an impartial board committee.

- 3.1 The board committee shall hear the statement(s) from the administrative officer or superintendent (or designate). The administrative officer or district official who has initiated the suspension shall not be present when the board committee deliberates over possible action.
- 3.2 The parent(s) or guardian(s) shall accompany the student to the meeting with the board or board committee, and have an opportunity to present their case. Parents may also choose to have an advocate attend the meeting.
- 3.3 The superintendent (or designate) shall inform the parent(s) or guardian(s) of the recommendation which shall be included on a special confidential agenda at the next full board meeting. The superintendent (or designate) shall inform the parent(s) or guardian(s) if the board decision differs from that of the committee.
- 3.4 The board may invoke disciplinary action(s) up to the limits of its statutory authority.