

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 5001
STUDENTS	<u>Suspension of Students - Notice</u>	

DATE ADOPTED: March 13, 2001

DATE AMENDED:

It is the responsibility of every student to comply with their School's Code of Conduct and with the District Code of Conduct and other student behavior agreement of the Board of Education of School District No. 51 (Boundary (the "Board"). It is the responsibility of every Principal to ensure that students are familiar with the provisions of these Codes of Conduct and Policies.

The Superintendent of Schools, and every school principal and vice-principal, are authorized to suspend students in accordance with the terms of the Policy and Regulations, and the applicable School Act provisions [ss.26, 85(2)(c)(ii), 85(2)(d), and 85(3)].

A principal, or vice-principal authorized by the principal, may suspend a student under the provisions of this Policy and Regulations where, in the opinion of the Principal or Vice-Principal the student has:

- a) violated the District Code of Conduct, School Code of Conduct or other relevant student behavior agreement;
- b) violated any rule contained in the applicable School Code of Conduct or school rules.

R E G U L A T I O N S

Suspensions of Up to 4 Days

1. A principal or vice-principal may suspend a student for a period of up to 4 days. The principal or vice-principal shall forthwith report the circumstances and duration of the suspension by letter to the parent(s) or guardian(s) of the student. In addition, where possible, this information should be reported to the parent(s) or guardian(s) in person or by telephone. A copy of the letter shall be delivered immediately to the Superintendent of Schools.
2. The Board believes on those occasions necessitating the suspension of a student, that the parent(s) or guardian(s) of the student will be contacted prior to the student leaving the care of the school. Where parental contact cannot be made prior to the student leaving the school, it is expected that every reasonable effort be made by the school to

establish contact with the parent(s) or guardian(s), outlining the circumstances for the suspension.

3. In cases where a student has received more than one suspension of 4 days or less in the course of one school term (September to January or February to June), the matter shall be referred to the Superintendent of Schools for consideration.
4. The principal or vice-principal shall continue to make an educational program available to the suspended student for the duration of their suspension, in accordance with Section 85(2)(d) of the School Act.

Suspensions of More Than 4 Days

1. In circumstances where a principal or vice-principal determines that a student's conduct warrants a suspension for a period of more than 4 days, the principal or vice-principal shall place the student on indefinite suspension. The principal or vice-principal shall, where possible, consult with the Superintendent of Schools or designate prior to placing a student on indefinite suspension.
2. The parent(s) and/or guardian(s) shall be advised of the indefinite suspension in the same manner as provided in paragraph 1 above. In addition, the Superintendent shall immediately be notified in writing of all the circumstances surrounding the suspension. *See criteria for suspension letter.*
3. The Suspension Review Committee shall consist of the Superintendent or delegate, and such other members of the School District administration, or other members, as the Superintendent considers appropriate.
4. The parent(s) or guardian(s) of the student shall be provided with all materials which are provided to the Suspension Review Committee.
5. After hearing from the principal or vice-principal, the student, and their parent(s) or guardian(s), and/or advocate, the Committee shall render a decision specifying the length of the student's suspension, and may establish conditions to be met prior to, and upon, the return of the student to school.
6. The principal or vice-principal shall continue to make an educational program available to the suspended student for the duration of their suspension, in accordance with Section 85(2)(d) of the School Act.
7. Suspensions of more than 4 days may be appealed directly to the Board in accordance with Policy 1140: appeal Process and Appeals Procedure Bylaw.

Refusal to Offer an Educational Program

1. During the suspension he Board may refuse to offer an educational program to a student 16 years of age or older where that student:

- a) has refused to comply with the school rules authorized by the principal of the school, with the code of conduct, or with other rules and policies of the Board, or
- b) has failed to apply himself or herself to his/her studies; and
- c) after due warning, does not make a reasonable effort to reform, in the opinion of the Superintendent of Schools and the principal of the school.

2. Due warning shall include:

- a) Recording the date and reasons for the warning,
- b) Informing the parent(s) or guardian(s) by letter that the student has been warned, and specifically advising the parent(s) or guardian(s), and student that failure to correct the behavior in question could lead to the Board refusing to offer the student an educational program,
- c) Sending a copy of the letter to the parent(s) to the Superintendent of Schools,
- d) Arranging, when practicable, for an interview with the parent(s) or guardian(s) of the student at the school.

3. If, within a reasonable period of time after due warning, the student fails to make a reasonable effort to reform, the principal shall refer the issue to the Superintendent of Schools for final determination.

Miscellaneous Provisions

1. The Superintendent may initiate a student suspension in accordance with the provisions of the Policy. The Superintendent may terminate, or adjust a period of suspension of a student at any time.

Criteria for a Suspension Letter

In situations resulting in a suspension of a student, an official letter of suspension shall be sent to the parent/guardian without delay, a copy forwarded to the Superintendent. The letter of suspension shall include the following:

- Legal name
- Personal Education Number (PEN)
- Date of Birth
- Grade
- A statement indicating that the student has failed to comply with a specific section of the School Act [e.g. Sec 6 (1) (a) and (b) which requires students to comply with the Code of Conduct and other rules and policies of the Board of Education]
- A statement which outlines the date, time and description of the alleged misconduct.
- A statement listing the terms of the suspension
- An invitation, with phone number, to contact the writer if further clarification is needed
- Notification of the parents' right to appeal