



SCHOOL ADMINISTRATIVE PROCEDURE BINDER	ADMINISTRATIVE PROCEDURE NUMBER 318	PAGE NUMBER 1 of 3
PREVIOUS REVISION DATES: None – New Procedure	TITLE: Student Suspension and Expulsion	
	DATE OF APPROVAL: May 12, 2010	SIGNATURE OF COO/Principal:
LAST REVIEWED: 2011, October 2017	REVIEW MONTH: August	Chad Haverkamp

## Background

The School believes that the maintenance of an atmosphere conducive to learning and to harmonious interpersonal relationships is essential to the achievement of the purposes of its schools. Accordingly, certain behaviour, which is deemed seriously detrimental to such an atmosphere, may be cause for the removal of a student from a school bus, a class, a school function/activity or from school.

To ensure a satisfactory climate for learning, school rules and regulations must be observed by students and teachers must be empowered to enforce those rules and regulations. Students who do not conform to the student code of conduct may negatively affect the school's learning environment and this behaviour cannot be accepted.

The suspension and expulsion of a student is a very serious matter and should only be taken when other measures have proven to be ineffective or when the seriousness of the offence warrants such action.

## Definitions

Suspension means to remove a student for a specified period of time from one or more of the following:

- One or more courses or education programs;
- Riding a school bus; or
- Participating in an activity sponsored or approved by the school for a period of ten (10) school days or less

Expulsion means to remove a student from:

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- One or more class periods, courses or education programs;
- School;
- Riding in a school bus; or
- Participating in an activity sponsored or approved by the school for a period of more than ten (10) school days

### **Procedures**

1. The following items may be considered as reasons for student suspension, but this listing shall not be considered either complete or so prescriptive as to require that suspension follow automatically when the student commits the offence:
  - Open opposition to the authority of the COO or school staff;
  - Willful disobedience over a prolonged period or in a single instance where the disobedience endangers the pupils, teachers, building, or general climate of orderly behaviour;
  - Habitual neglect to do work that is assigned to the pupil and which is within their competence to complete;
  - Use of profane or indecent language in the presence of other students or staff;
  - Threats or acts of physical violence against a teacher or pupil;
  - Any act of indecency;
  - Failure to observe and to obey any reasonable rule, regulation, or procedure established by the teacher or by the COO for maintaining a climate of behaviour conducive to learning;
  - Willful damage to school property or equipment; or
  - Improper use of drugs or use of alcohol.
2. The COO will provide a report annually to the Board with a summary of all suspensions of more than five (5) days and expulsions by date.

#### **Suspension of Students**

3. A teacher may suspend a student for one (1) class period in accordance with the following:

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- The teacher immediately notifies the COO of the suspension;
  - The teacher informs the student about the suspension, its consequences and the reason the suspension is being considered;
  - The student is given an opportunity to offer an explanation for his/her action;
  - The teacher directs the student to the COO to remain under the supervision of the school until the student's normal class dismissal time;
  - The teacher reports all of the circumstances surrounding the suspension to the COO, in writing;
  - The teacher informs the parents of the student by telephone of the suspension and the circumstances surrounding it as soon as possible;
  - The teacher recommends follow-up designed to resolve the problem that led to the suspension.
4. The COO may suspend a student from class, school, riding on a school bus or participating in any school activity in accordance with the following:
- The COO will confer with affected staff members to gather information about the student's misbehaviour.
  - The COO shall prepare a written record of all actions taken in regard to the incident and the student's behaviour;
  - The COO will inform the student about the proposed suspension, its consequences and the reason the suspension is being considered;
  - The student will be given an opportunity to offer an explanation for his/her behaviour;
  - If a suspension is warranted, the COO will inform the student of the reason for the suspension and the length of the suspension;
  - The COO shall immediately inform the parents of the student by telephone, of the suspension, including reasons for and length of, and shall immediately report in writing all the circumstances of the suspension to the parents with a copy to the COO;
  - The COO shall, if requested, provide an opportunity to meet with the parents, to discuss the reasonableness of the suspension;