

## EDUCATION: STUDENTS

## Policy 502.2-R

### Student Suspension or Exclusion from School

#### A. GENERAL

1. Principals shall ensure that appropriate support services are provided in the interest of meeting the needs of the student.
2. Records which are kept by the principal must show:
  - (a) that date or dates of warnings given and any previous discipline imposed, the reasons for the warnings or discipline, and the actions taken by the schools;
  - (b) that arrangements have been made for interviews with the parents or guardians and the dates on which the interviews have been held;
  - (c) comments made by parents or guardians.
3. Prior to suspending a student, consideration must be given to alternatives to suspension, as outlined in the district's report Alternatives to Suspension.
4. In all suspensions, principals shall promptly provide a report to the School Board through the Superintendent of Schools, and to the parent or guardian of the student.
5. Principals should make every effort to inform the student's parent or guardian of the suspension before sending or taking the student home. If the parent or guardian cannot be informed, the principal should consider such factors as the age of the student, the disruptive effect of his/her behaviour, the distance from the school, and the weather conditions in determining whether or not the student should be sent home before the end of the school day. Unless there are strong reasons for sending the student home immediately, he/she should be kept at school until the end of the school day.
6. Drug and alcohol-related suspensions and exclusions from school will be governed by Regulation 502.4-R.
7. Weapons-related suspensions and exclusions from school will be governed by Regulation.

#### B. Suspensions: Five days or less

1. A report shall be submitted by the principal in accordance with A, 4 above. The report shall include the circumstances and the number of days of the suspension.
2. A student suspended under this regulation shall be considered as suspended for the number of days stated in the suspension.
3. The principal may, however, grant permission to the student to return to school prior to the end of the suspension.
4. The principal must ensure that there is adequate provision for an education program (e.g. home study assignments) during the suspension and pursue an understanding with the parent/guardian regarding their supervision of this program.

## **C. Suspensions: More than five days**

1. Suspensions of more than five days will be considered indefinite suspensions, and must be referred to the Board through the Superintendent of Schools.
2. A report shall include the circumstances and reason(s) for recommending a suspension of more than five days.
3. The Board, after considering the recommendation of the Superintendent of Schools, may do one of the following:
  - (a) suspend for a specific period;
  - (b) vary the suspension and substitute other or additional disciplinary measures;
  - (c) revoke the suspension.
4. The Board, through the office of the principal, shall make available to the student an educational program (eg. home study assignments) during any suspensions and pursue an understanding with the parent/guardian regarding their supervision of this program.

## **D. EXCLUSION OF STUDENTS 16 YEARS AND OVER**

If a student 16 years of age or older fails to apply him/herself to his/her studies, or fails to comply with the District's code of conduct, school rules or other rules and policies referred to in Section 6 of the School Act, the principal shall:

- (a) give the student due warning that his/her conduct is unacceptable;
- (b) record the date of the warning, and the reasons for it as well as any other disciplinary measures which have been taken during the school year or preceding school year;
- (c) inform the parents/guardians by letter that the student has been warned;
- (d) send a copy of the letter to the Superintendent of Schools or his/her designate;
- (e) arrange, when practicable, for a meeting with the parents/ guardians of the student at the school.

If, within reasonable time after the warning, the student fails to make any reasonable effort to improve, the principal will consult with the Superintendent of Schools or his/her designate, and if necessary the principal or the Superintendent of Schools will prepare a recommendation to the Board that it refuse to offer an educational program to the student.

In the event that the Board, after considering a recommendation from the Principal or Superintendent, is contemplating refusing to offer an educational program to a student 16 years of age or older, the Board shall provide an opportunity for the student and his/her parent or guardian to meet with the Board and members of administration concerning the recommendation.

The Principal may, depending on the student's conduct, allow him/her to remain in school until the Board has made its final decision. The ruling of the Board shall be final.

The Board also has the authority to re-admit a student it has excluded from school.