

Administrative Procedures Manual	Administrative Procedure 355
	Student Suspension and Expulsion
	APPROVED: September 2013
Page 1 of 4	AMENDED/REVIEWED: December 2020, September 2019, November 2018
LEGAL REFERENCE:	Section 8, 11, 31, 32, 36, 37, 42, 43, 44, 52, 53, 196, 197, 222 Education Act Review by the Minister – Information Bulletin 3.5.1

Background

To ensure a satisfactory climate for learning, school rules must be observed by students, and teachers must be empowered to enforce those rules. Students who do not conform to the student code of conduct may negatively affect the school's learning environment and their behaviour may need to be addressed by invoking the measures of suspension and expulsion.

Definitions

In this Administrative Procedure:

Suspension shall mean the temporary exclusion, by the Principal or designate of a school, of a student registered in that school, from a class, the school or a school-sponsored activity. It is understood that, as part of this Administrative Procedure, the laws of natural justice will always apply.

Expulsion shall mean the exclusion, by the Board or its designate, of a student registered in the Division, from attendance in Division schools or participation in Division/school programs.

Procedures

1. Student suspension (Section 36) and expulsion (Section 37) shall occur in accordance with the provisions of the Education Act.
2. A teacher may suspend a student for a period of one class. As part of the suspension process, the teacher must:
 - 2.1 immediately notify a member of the school administration;
 - 2.2 discuss the class suspension with the student;
 - 2.3 return the student to class no later than the following period/block;
 - 2.4 the suspension must be documented in PowerSchool as a 'Log Entry'; and,
 - 2.5 the parent/guardian(s) must be called after each instance to discuss the class suspension.
3. A Principal or designate may suspend a student for failure to comply with the rules governing student behaviour, of the school or of the Division, or failure to comply with the code of conduct for students for a period not to exceed 5 days as specified in the Education Act.

Administrative Procedures Manual	Administrative Procedure 355
	Student Suspension and Expulsion
	APPROVED: September 2013
Page 2 of 4	AMENDED/REVIEWED: December 2020, September 2019, November 2018
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- 3.1 The parameters around suspension length should adhere to the [Student Code of Conduct](#) and must be exercised consistently.
4. A Principal may suspend and/or recommend for expulsion a student who commits a serious breach of conduct. Serious breaches of conduct may include but are not limited to the following:
- 4.1 Use or possession of weapons;
 - 4.2 Threats which may, in the opinion of the Principal, endanger others;
 - 4.3 Obscene or abusive language;
 - 4.4 Theft;
 - 4.5 Assault causing harm;
 - 4.6 Vandalism;
 - 4.7 Use, possession of, under the influence, or distribution of drugs, cannabis or alcohol;
 - 4.8 Possession of paraphernalia related to the use of drugs, cannabis or alcohol, including vapourizers regardless of their intended use;
 - 4.9 Extortion;
 - 4.10 Disruptive behaviour;
 - 4.11 Defiance of authority;
 - 4.12 Harassment of any other student, employee of the Division, or trustee.
5. When suspending a student, the principal or designate must:
- 5.1 immediately inform the student's parent of the suspension;
 - 5.2 make arrangements with the parent or emergency contact of a student if the student is to be sent home prior to the end of the school day;
 - 5.3 provide the student's parent with a written report on all the circumstances respecting the suspension using the Division template letter;
 - 5.4 advise the student and the student's parents of the possible consequences of the student's behaviour; and
 - 5.5 provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
 - 5.6 Enter details in 'Incidents' in PowerSchool

Administrative Procedures Manual	Administrative Procedure 355
	Student Suspension and Expulsion
	APPROVED: September 2013
Page 3 of 4	AMENDED/REVIEWED: December 2020, September 2019, November 2018
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6. In cases of major misconduct, student may be suspended directly to the designated Division Discipline Officer with a recommendation for expulsion from the school.
 - 6.1 This may be a single event of a significant nature or
 - 6.2 The cumulative consequence of several discipline issues.
 - 6.3 Decisions to suspend a student to the designated Division Discipline Officer are to be made in consultation with the designated Division Discipline Officer prior to issuing notice.
7. At the school level, only the Principal may recommend a student for expulsion.
8. Recommendations for expulsion must be discussed with the designated Division Discipline Officer prior to the issuance of notice.
9. The Principal shall be required to provide a written report (see 14) and/or appear at the representation meeting held with the student/parent.
10. A written report must accompany any recommendation for expulsion. It must consist of:
 - 10.1 the date of the incident(s);
 - 10.2 the date of the suspension;
 - 10.3 circumstances regarding the suspension with recommendation for expulsion;
 - 10.4 details concerning the action taken;
 - 10.5 names of persons involved in the action taken;
 - 10.6 relevant history;
 - 10.7 contact made with parents including time and date of meetings;
 - 10.8 interventions tried to date;
 - 10.9 rationale for expulsion;
 - 10.10 expectations established for the student’s conduct if re-enrolled;
11. Per Section 37 (3) of the Education Act, “the student and the student’s parents may make representations to the Board with respect to the principal’s recommendation for expulsion.” In this case, the initial meeting is held with the designated Division Discipline Officer. The parent’s must include a written copy of their representation for consideration and filing purposes.

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Page 4 of 4	AMENDED/REVIEWED: December 2020, September 2019, November 2018
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12. Students from other jurisdictions

- 12.1 Any student moving into the Division who is under suspension or expulsion from another school Division shall not be enrolled without consideration by the Superintendent or designate.
- 12.2 If information regarding a student’s suspension or expulsion from another school system is gained after the student has been enrolled in the Division that student’s enrolment status will be reviewed by the Principal and/or Superintendent or designate.

13. Conditions of Reinstatement

- 13.1 We may impose any condition or series of conditions that is/are reasonably warranted under the circumstances on the student that they must meet prior to re-instatement.