



School District No. 27 (Cariboo-Chilcotin)

STUDENT SUSPENSION

Policy No. 5114

Effective: October 2008

Initial Adoption: September 2001

Preamble

The Board of Education recognizes and accepts its obligation to provide an educational program to all students of school age resident in the district. Further, the Board accepts its obligation to ensure due process in the management and discipline of students. Due process demands that each school develop a code of conduct and that it be communicated to students and parents.

Policy

The Board of Education accepts that in specific circumstances schools may need to suspend students from attendance at the school in order that the integrity of the school program is maintained and/or that the health, safety and educational welfare of others be protected.

Regulations

Subject to Sections 2, 6, 11, 26, 75, 76, 85 and 91, of the *School Act*, the Board authorizes principals to suspend a student from attendance at a school, provided that the Board continues to make available an educational program to that student unless the student is sixteen years of age or older, who:

1. Fails to comply with the established school rules which must be consistent with the provisions of Section 75 of the Act and with the provisions of the Charter of Rights and Freedoms (Section 6) or;
2. Fails to comply with codes of conduct and other rules and policies, consistent with Section 75 of the School Act and the Charter of Rights and Freedoms, (Section 6) or;
3. Is suffering from a communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of other students in the school (Section 91) or;
4. Is sixteen years of age or older and fails to participate in educational programs as directed by the Board or the school. An educational program is defined in Part I (Interpretation) of the School Act.

The Board authorizes a principal and/or vice-principal of the school to delegate in writing the responsibility for suspension, in the absence of an administrator, to a specific teacher. In the absence of a principal or vice-principal any action shall be taken only in the best interests of the pupil, and the school, and shall be in effect until a principal or vice-principal assigned to the school can review the issue.

When considering the suspension of a student with special needs, the principal, or designate, must ensure that such students have been adequately assessed, that appropriate interventions are applied before suspension is considered, that the grounds for suspension are clear and appropriate, that meaningful education programs or interventions are offered during the period of suspension, and that planning is undertaken for successful re-entry.

Procedures for the suspension of students and/or referral to an In-School Support Room shall be those defined below:

1. STUDENT SUSPENSIONS

- a. Students may be suspended from attendance at a school or program only after a thorough investigation by the administrator of the circumstances in which the student was involved. If the responsibility for suspension must be delegated to a teacher, a written record of this delegation shall be kept on file in the school office and school staff members shall be so informed. When a delegated teacher makes a decision to suspend a student, the administrator responsible for the school or program must be notified as soon as possible.
- b. For every suspension, and in addition to the letter of suspension, the principal or other authorized professional staff member shall make every reasonable effort to report the circumstances and duration of the suspension in person to the parents/guardians as soon as possible. If it is not reasonably possible to meet with the parents/guardians, they are to be contacted by phone as soon as possible. Parents/guardians are to be advised of their right of appeal under Section 11 of the School Act and Board Policy 1150 (Appeals) for suspensions exceeding 10 days. In no case is a student to be sent home before the end of the school day unless the parents/guardians have been advised and the safety of the student has been assured.
- c. When a student is suspended a letter of suspension is to be sent to the parents/guardians. A copy shall be forwarded to the superintendent, with a supplementary letter, if necessary, to provide additional information. A copy of this letter shall be placed in the student's personal file. In situations where it is more practicable, the principal may hand deliver the letter of suspension. Although return of the student at the end of a definite term suspension may be made conditional upon the meeting of certain requirements (for example, a conference with parents/guardians or the completion of assignments), the length of the suspension may not exceed 10 days.
- d. Principals are delegated the authority to suspend students for a period of ten or fewer days. Further, principals may suspend a pupil

for an indefinite period. All suspensions of more than 10 school days shall be subject to review and action by the District Officer responsible for suspensions. Such action shall include consultation with the principal, student, and parents/guardians.

- e. At the time of an indefinite suspension, the principal shall forward to the superintendent, and the District Officer responsible for suspensions, a copy of the registered letter of suspension and other pertinent correspondence, and a report of all circumstances relevant to the suspension together with recommendations, if any, for action. Copies shall also be forwarded to the Director of First Nations Education for suspensions involving First Nations students.

In the specific event of a suspension under Section 91 of the School Act, parents/guardians must be advised and consulted before the student is suspended and an additional copy of the letter of suspension is to be sent to the School Medical Officer. The School Medical Officer is appointed by the Minister of Health under section 89 of the *School Act*.

- f. The principal shall ensure that parents/guardians are fully aware of any action which the school requests that they take.
- g. Students must have access to an educational program provided by the school during a period of suspension. An educational program, in this specific instance, is defined as a set of organized learning activities providing the student with the opportunity to progress towards the achievement of learning outcomes equivalent to those of the instructional program from which the student has been suspended.

While a suspension is in effect, school assignments will be provided initially to all students, and will be provided on a continuing basis when previously assigned work is satisfactorily completed and returned to the school.

The satisfactory completion of school work assigned can be made a condition of return to school following a suspension.

- h. Should a student be suspended from a school, he or she may not register at nor attend classes at any other school in the district, nor without the expressed permission of the administrator attend any school function at any school in the district, nor be found on school property, including school bus, from one hour before and one hour after regular school hours, until the expiration of the suspension or until the matter has been reviewed and acted upon by the District officer responsible for suspensions.

2. IN-SCHOOL SUPPORT ROOMS

Subject to Sections, 2, 6, 11, 26, 75, 76, 85, or 91 of the School Act, the Board of Education authorizes principals and vice-principals to refer a student to an In-School Support Room as an alternative to out of school suspension provided:

- a. The principal or vice-principal notifies in writing the parent of the student and the Superintendent or designate of the reasons for the referral. A copy of this information is to be placed in the student's file. Where appropriate, the administrator may hand deliver such a letter.
- b. The principal or vice-principal or designate makes arrangements for agencies or agents to undertake interventions where appropriate;
- c. The return of a student from an In-school Support Room to his or her regular program of studies may be dependent upon completion of specific requirements laid out at the time of the referral;
- d. Referrals of more than ten days in duration may be appealed to the Board of Education, but referrals of less than ten days are not normally appealed;

3. REVIEW PROCESS

- a. The intent of the Review Committee process is to determine what is in the best educational interests of the student, the school, and the community. Students must be accompanied by a parent or guardian and may be accompanied by other advocates.
- b. All indefinite suspensions will be discussed at a meeting with the Review Committee; the Review Committee will decide if and when a student will return to school, and will set any conditions which must be met. If parents do not accept the decision of the Review Committee they may appeal the decision to the superintendent and finally to the Board of Education.
- c. The Review Committee will meet on a regular basis to review the indefinite suspension of students.
- d. Normally, a review will not be scheduled until the student has been out of school for a minimum of 10 school days, since an indefinite suspension is one which exceeds 10 days.
- e. It is the responsibility of the parents/guardians or student to initiate a review of an indefinite suspension by contacting the District Officer responsible for suspensions. There will be a review of all indefinite suspensions. While it is expected that parents/guardians will initiate

a request for the review of their child's indefinite suspension, the District Officer responsible for the reviews will notify parents/guardians by letter if a request has not been received from parents/guardians within two weeks of the suspension.

- f. An indefinite suspension must be reviewed prior to the subsequent return of the student to any School District No. 27 school or program.
- g. The Review Committee membership will consist of one district staff person designated by the Superintendent and additional members as required.
- h. These regulations are to be effectively communicated to students and parents at the beginning of the school year in a manner to be determined by the school principal.

04. APPEAL PROCESS

The Board, upon notice of appeal of a suspension and/or the decision of the Review Committee, will undertake such by means of Section 11 of the *School Act*, Board Bylaw 2706 Appeal Procedures and Board Policy 1150 Appeals.