

**ADMINISTRATIVE PROCEDURE NO. 312****SUSPENSION AND EXPULSION OF STUDENTS****Background**

To ensure a safe and caring Christian environment for learning, rules and regulations must be observed by students, parents and staff. Teachers and principals must be empowered to enforce those rules and regulations.

The suspension or expulsion of a student is a serious measure to be invoked only when other interventions have proven to be ineffective or when the seriousness of the offense warrants such action.

The School Act, Section 12 identifies expectations for student conduct and Sections 24 and 25 outline regulations pertaining to suspensions and expulsions.

The contents of this administrative procedure shall be in effect during school days, off-site school activities and at school sponsored events when students are not necessarily in the school building but are still under the control and the responsibility of the Division.

**Procedures****Suspension of Students**

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 offense:
  - a. Open opposition to the authority of the principal or school staff;
  - b. Willful disobedience over a prolonged period or in a single instance where the disobedience endangers pupils, staff, building, or general climate of orderly behavior;
  - c. Habitual neglect to do work that is assigned to the pupil and which is within their competence to complete;
  - d. Use of profane or indecent language in the presence of other students or staff;
  - e. Threats or acts of physical violence against a staff member or pupil that occur during or after the school day and may be a result of school events or carry over into following school days;

- f. Any act of indecency;
  - g. Failure to observe and to obey any reasonable rule, regulation, or procedure established by the teacher or by the principal for maintaining an environment conducive to learning;
  - h. Willful damage to school property or equipment;
  - i. Misuse of drugs or alcohol; or
  - j. Behavior that is not in agreement with Catholic Christian beliefs.
2. The principal and the teachers of a school shall ensure that they are familiar with sections 24 and 25 of the School Act that provide the legislated framework for student suspensions.
3. A teacher may suspend a student for one class period. A teacher's suspension of a student is defined as asking a student to leave the class during the period or for any part of a period and to finish the period outside of the classroom (This includes such areas as in the hall, in the counselor's office, in a room designated by the principal or in the office.) A teacher suspension is subject to the following:
- a. The teacher notifies the principal of the suspension;
  - b. The teacher directs the student to an area where they are under the supervision of a staff member until the student's normal class dismissal time;
  - c. The teacher reports all the circumstances surrounding the suspension to the principal in writing;
  - d. The teacher informs the parents of the student by telephone of the suspension and the circumstances surrounding it as soon as possible; and
  - e. The teacher and student work to resolve the problem that led to the suspension.
4. A principal may suspend a student from class, from school, or from riding on a school bus subject to the following:
- a. The principal will confer with effected staff members or other individuals to gather information about the student's misbehavior;
  - b. The principal prepares a written record of the actions taken in regard to the incident;

- c. The student will be given an opportunity to offer an explanation of their behavior;
- d. The principal will inform the student about the proposed suspension, its consequences and the reason suspension is being considered;
- e. If the principal is of the opinion that a suspension is warranted, the principal will inform the student of the reason for the suspension and the length of the suspension;
- f. The principal shall inform the parents by telephone of the suspension and immediately report in writing to the parent the circumstances surrounding the suspension, reasons for and the length of the suspension with a copy being provided to the Superintendent. A copy of the suspension letter shall be kept in the student record for one year from the date of suspension or to the end of the following school year;
- g. The principal shall, if requested, provide an opportunity to meet with the parents, and the student if the student is 16 years of age or older, to discuss the reasons for the suspension;
- h. A principal may reinstate a student that has been suspended.

### **Expulsion of Students**

- a. If the student is not to be reinstated within five (5) school days of the date of the suspension, the principal shall immediately inform the Superintendent of the suspension and report in writing all the circumstances respecting the suspension and provide a recommendation;
- b. On receipt of a recommendation from the principal that a suspended student not be reinstated within five (5) school days, the Superintendent shall refer the matter to the Student Discipline Committee;
- c. The Student Discipline Committee, which shall consist of at least two trustees appointed by the Board chair on an ad hoc basis as needed, has been delegated the authority to reinstate the student or expel the student in accordance with the School Act;
- d. The Student Discipline Committee shall within ten school days from the date of suspension, conduct a hearing into the case and render a decision to either reinstate or expel the student;

- e. The parents of the student will be advised by telephone and in writing of the date, time and location of the hearing by the Student Discipline Committee and of their right to have legal counsel present;
- f. The Student Discipline Committee will conduct the hearing in the following manner:
  - i) The committee shall select a trustee chair for the meeting;
  - ii) The chair of the School Discipline Committee will chair the meeting;
  - iii) The principal will present documents and statements outlining the circumstances leading to the suspension and other relevant information. Information will include documented instances of inappropriate student behavior as well as administrative responses to the behavior;
  - iv) The student and parents will be given an opportunity to respond to the information that has been presented as well as to add any information they feel is relevant;
  - v) Other appropriate individuals may be invited to make representation by the chair of the Student Discipline Committee;
  - vi) The members of the Student Discipline Committee may ask questions or request additional information regarding the case; and
  - vii) The Student Discipline Committee shall make a decision to reinstate or expel the student in the absence of the parents, student, and school administration.
- g. The Student Discipline Committee may expel a student if the principal has recommended expulsion and if the student has been offered another educational program;
- h. An expulsion by the Student Discipline Committee shall be for a period of more than 10 days;
- i. The Student Discipline Committee's decision shall be communicated in writing to the parents and the student, if the student is 16 years of age or older, with copies being sent to the principal. If the student has been expelled, the letter will advise of the right to request a review under the School Act;
- j. The Student Discipline Committee may re-enroll a student who it has expelled.

5. In most cases, an expulsion shall end June 30 of the year in which it occurred.