

## **4380 Suspension, Expulsion and/or Prohibition**

Policy 4380

STATUS: ADOPTED

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### *SUSPENSION, EXPULSION AND/OR PROHIBITION*

Board Approved: August 26, 1985

Last Revised: June 19, 2013

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#### **Description:**

Any dismissal of a student from a school shall be in the form of a suspension and its attendant Regulations.

It is expected that school principals will have exhausted all other avenues of disciplinary action prior to initiating a student suspension.

Employees shall give priority to any matters arising out of a student suspension, expulsion and/or prohibition to expedite the resolution of the problem.

#### **DEFINITIONS:**

Suspension shall be defined as the removal of a student from a school for any specified period of time. The student may not attend any other school in the District during the suspension and, upon completion of the suspension, may return to the original school.

Expulsion shall be defined as the removal of a student from his present school and may be extended to cover other schools in the district.

Prohibition shall be defined as the removal of a student sixteen years or older from attending any school in the District for a specified period of time.

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## Description:

1. Suspensions by Principal of five days or less
  - i) Principals are authorized by the Board of Education to suspend students for up to five school days. The day in which the suspension is initiated, is considered to be the first day of the suspension.
  - ii) The principal shall send, by registered mail, a notice of suspension to the parents of the student involved.
  - iii) The principal shall attempt to contact by phone or in person the parent or guardian informing them of the reasons for the suspension.
  - iv) A copy of the notice of suspension shall be sent to the Superintendent (or designate).
  - v) The notice of suspension sent by the principal shall include:
    - (a) the authority of the School Act;
    - (b) the length of the suspension provided in dates, including the date of return;
    - (c) a description of the school's reasons for the suspension;
    - (d) requirement for the completion of assignments;
    - (e) Other conditions unique to the situation.
  
2. Suspensions by Principal to be referred to the Superintendent
  - i) Principals are authorized by the Board of Education to suspend students for an indefinite period of time by referring the student and parents to the Superintendent of Schools (or designate) This procedure applies to suspensions of more than five days.
  - ii) The principal shall send, by registered mail, a notice of suspension to the parents of the student.
    - (a) The principal shall attempt to contact by phone or in person the parent or guardian informing them of the reasons for suspension.
  - iii) A copy of the notice of suspension shall be sent to the Superintendent of Schools (or designate).
  - iv) The notice of suspension sent by the principal shall include:
    - (a) the authority of the School Act;
    - (b) a statement that the suspension is for an indefinite period of time;
    - (c) a description of the school's reasons for the suspension;
    - (d) requirement for the completion of assignments;
    - (e) information to the parent regarding the manner in which the suspension can be ended;
    - (f) Notice that there is an appeals process available for parents and students.
  - v) The notice of the indefinite suspension administered by the principal will be reported to the Superintendent in a detailed report outlining:
    - academic performance of the student

- discipline history of the student
  - attendance pattern
  - contacts with parents
  - intervention strategies used to date
  - other agencies contacted or involved
  - reasons for recommendation
- vi) Once the Principal has recommended suspension (greater than five days), expulsion and/or prohibition then the resolution to the recommendation lies with the Superintendent.

### 3. Suspension by the Board

- i) If a principal recommends a suspension in excess of ten days or recommends expulsion or prohibition, the Superintendent shall:
- (a) Immediately begin an investigation.
  - (b) The principal shall have submitted a detailed report written the first three days of the suspension to the Superintendent of Schools outlining:
    - academic performance of the student
    - discipline history of the student
    - attendance pattern
    - contacts with parents
    - intervention strategies used to date
    - other agencies contacted or involved
    - reasons for recommendation
  - (c) The Superintendent shall prepare an information package for the Board with recommendations.
- ii) As a result of his investigation, the Superintendent shall include in his report recommendations for the action to be taken by the Board, except that the Superintendent may, at his sole discretion and after discussion with the principal and parent, readmit the student or provide alternative programming options, which may include a Home Study Program, and advise the Board that no further action is required.
- iii) If the Superintendent's Report recommends a suspension in excess of ten days, or an expulsion/prohibition, or the parents appeal the principal's indefinite suspension, then the Superintendent shall take immediate steps to engage the Appeals Procedure as described in Board Bylaw 3-08
- iv) The Superintendent shall, by registered mail, advise the student and his/her parents of the time and date of the meeting; and shall provide them with copies of the relevant sections of the School Act and District Policy.
- v) The meeting called shall be considered a Special Meeting and shall not be open to the Public and shall deal only with the matter of the suspension currently before the Board.
- vi) The principal involved shall be present at the meeting.
- vii) The format of the meeting shall be:
- (a) receipt of the principal's report
  - (b) receipt of the Superintendent's report
  - (c) receipt of any further information
  - (d) receipt of submission from the parent or student
  - (e) question period for clarification of the information given
  - (f) discussion period

- viii) After the final submission by the parent or student, all those other than Trustees will be excused from the meeting.
- ix) When the Board has deliberated and reached a conclusion, the excused people shall be recalled and the Board's decision rendered in the form of a resolution.
  - (a) The Board's decision will be confirmed in writing by the Superintendent and sent by registered mail.
- x) If the parent, student or agent is unavoidably prevented from being present at the time called for the meeting, the Superintendent will, if notified in advance, arrange another time for the meeting.
- xi) Minutes of the Special Meetings called pursuant to this policy will not be circulated or distributed and will be kept in a special minute book maintained for this purpose.

All suspensions are subject to appeal by the student or parent. The appeals process is described in Section 11 of the school act: *Student Appeals Bylaw*. It is also described in School District #59 Bylaw 3-08 *Student Appeals Procedure*. Copies are available online or from the School District No. 59 office.