



SECTION:	Student Management and Welfare	APPROVAL DATE:
SUBSECTION:	Discipline	March 31, 1977
POLICY NAME:	Pupil Suspension	LAST REVISED:
POLICY NUMBER:	R.SMW.E.1	October 1, 2001

1. SUSPENSION - GENERAL

- 1.1 A suspension may be mandatory or discretionary according to the Board's Code of Conduct.
- 1.2 A suspension will result in a student being suspended from attendance at school for a minimum duration of one (1) day to a maximum duration of twenty (20) days.
- 1.3 A suspension imposed by a principal may be to a maximum duration of twenty (20) days.
- 1.4 A student who receives a suspension will be suspended from attending school and participating in all school related activities until the period of suspension is completed.
- 1.5 Notwithstanding the above, a student is not considered to be engaging in school related activities if the student is using the services of, or taking a course or program designed to assist suspended students.
- 1.6 A suspended student under the age of sixteen, shall not be sent home until regular dismissal time unless alternate arrangements have been made with the parent or guardian.

2. MANDATORY SUSPENSION

- 2.1 A principal has a duty to suspend a student who commits an infraction for which a mandatory suspension is required.
- 2.2 It is mandatory that a student be suspended by the principal and proceed to an expulsion hearing for committing any of the following infractions. Police will be involved, as indicated by the Police-School Protocol.
 - possession of a weapon as defined within the Criminal Code of Canada;
 - trafficking in drugs or weapons;
 - robbery;
 - extortion;
 - use of a weapon to cause bodily harm, or to threaten serious harm;
 - physical assault causing bodily harm requiring professional medical treatment;
 - sexual assault;
 - providing alcohol to minors;
 - acts of vandalism causing extreme damage to school property or property located on school premises.
- 2.3 A student will be immediately suspended and police will be notified for:
 - uttering a threat to inflict serious bodily harm;
 - possession of illegal drugs;
 - acts of vandalism causing extensive damage to school property or property located on school premises.
- 2.4 A student will be immediately suspended:

- for swearing at a teacher, or other person in authority;
- for being in possession of alcohol;
- for being under the influence of alcohol or drugs;
- following an order from the Medical Officer of Health under Immunization of School Pupils Act.

3. DISCRETINARY SUSPENSION

- 3.1 A student may be immediately suspended by the principal and proceed to an expulsion hearing for the following:
- engaging in activities, including the use of electronic communication, that cause the student's presence in school to be injurious to the physical and/or emotional well being of other people or persons in the school.
 - the student has demonstrated through the habitual neglect of duty or persistent truancy that he or she has not prospered from the instruction made available to him or her.
 - the student's pattern of behaviour is so unmanageable that the student's presence is injurious to the effective learning environment of others.
- 3.2 The following infractions may result in a discretionary suspension:
- habitual absenteeism without cause;
 - persistent opposition to authority;
 - habitual neglect of duty;
 - the use of profane or improper language;
 - conduct injurious to the moral tone of the school or the physical or emotional well being of others in the school;
 - the willful destruction of school property;
 - bullying, intimidation, harassment, or verbal abuse;
 - smoking on school property.

4. MITIGATING FACTORS

- 4.1 Prior to imposing a suspension, the principal imposing the suspension will consider the mitigating circumstances;
- the student does not have the ability to control his or her behaviour,
 - the student does not have the ability to understand the foreseeable consequences of his or her behaviour, or
 - the student's continuing presence in the school does not create an unacceptable risk to the safety or well being of any person.
- 4.2 In determining the duration of a suspension, a principal will also consider the age and history of the student as well as any other factor considered by the principal as appropriate and relevant.

5. NOTIFICATION OF A SUSPENSION

- 5.1 When suspending a student for the minimum duration of one (1) day, the principal suspending the student will provide written notice of the suspension to the parent of the student, or to the student where the student is eighteen years of age or older. In addition, copies of notification of the suspension are to be forwarded to the Superintendent of Education, and the teacher of the student. A copy will be placed in the student's OSR. (Appendix A)
- 5.2 When suspending a student for more than one day (1), the principal will provide written notice of the suspension to the parent of the student, or to the student where the student is eighteen years of age or older. In addition, copies of notification of the suspension are to be forwarded to the Board, Superintendent of Education, and the teacher of the student. A copy will be placed in the student's OSR. (Appendix A)
- 5.3 Notification of a suspension will be completed in accordance with established forms.

6. REVIEW OF SUSPENSION

- 6.1 A suspension for one (1) day or less is not subject to a review or appeal.

- 6.2 A review of a suspension will be conducted by the Superintendent of Education or designate.
- 6.3 A review of a suspension may be requested by:
- the parent or legal guardian of a student under eighteen years of age,
 - the student when he or she is eighteen years of age or older,
 - the Director of Education.
- 6.4 A review of a suspension must be requested no later than three (3) days after the commencement of the suspension. If however, unusual circumstances as determined by the Superintendent of Education are deemed to exist, the request for review will be accepted provided it is made at the earliest opportunity.
- 6.5 The request for a review of a suspension will be made in writing to the principal who initiated the suspension or to the Superintendent of Education.
- 6.6 Upon receiving a request for a review the Superintendent of Education or designate, in consultation with the principal:
- will review the suspension (reason, duration, student's history and any mitigating circumstances).
 - may meet with the parent or legal guardian if the student is under eighteen years of age, the student, and the principal.
 - may modify the suspension, subject to consultation with the principal and the Director.
 - provide notice of the decision to the parent, legal guardian, or adult student as specified in Appendix B.
- 6.7 Upon completion of the review the Superintendent will confirm or modify the suspension or expunge the record.
- 6.8 A request for a review does not prevent a suspension from being served.
- 6.9 An appeal of a suspension may only be heard after a review has been conducted.
7. RE-ENTRY PROCEDURES
- 7.1 The principal, when appropriate, may request a re-entry meeting to provide the student with positive and constructive re-direction.
- 7.2 The principal shall conduct a re-entry meeting when there have been multiple suspensions or when the student has been suspended for ten (10) days or more. Information will be provided to the student and, if the student is not an adult, to the student's parent about services available from the school, the Board, and the community.