

	Chinook's Edge School Division – Administrative Procedure	
	AP 3 – 15 Student Suspension/Expulsion	
Related Policies:		Initial Approval:
Related Procedures:		Last Amended: 2021 September 17
Exhibits:		Last Reviewed: 2019 November 26

PURPOSE

The Division recognizes, from time to time, it may be necessary to exclude a student, through suspension or expulsion, from a class, one or more courses or programs, school sponsored functions, school or riding a school bus. The Division views this suspension or expulsion as an extreme penalty and believes it should be used only after alternatives have been considered to encourage the student to act responsibly.

The Division believes that a student's right to attend class, school, ride a school bus, or participate in an activity approved or sponsored by the Division may be suspended where a student's conduct:

1. is injurious to the physical or mental well-being of others in the school or
2. causes a significant disruption to the learning of students or
3. demonstrates flagrant or continued disregard of rules or
4. is injurious to the moral tone of the school.

Recommendations for expulsion shall be made to the Superintendent who will deal with them through the rules of natural justice.

SCOPE

DEFINITIONS

PROCEDURES

The act of suspension or expulsion should be based on the belief that the presence of the student in question would be to the detriment of the education of others (and/or to the student or others).

1. Circumstances which suspension may be considered include failed compliance with the code of conduct in Section 31 of the *Education Act* and as follows:
A student, as a partner in education, has the responsibility to
 - (a) attend school regularly and punctually,
 - (b) be ready to learn and actively engage in and diligently pursue the student's education,
 - (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
 - (d) respect the rights of others in the school,
 - (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
 - (f) comply with the rules of the school and the policies of the board,
 - (g) co-operate with everyone authorized by the board to provide education programs and other services,
 - (h) be accountable to the student's teachers and other school staff for the student's conduct, and
 - (i) positively contribute to the student's school and community.

2. Suspension is defined as exclusion from a class, or from a course, or from attending school including all extracurricular activities or from riding the bus.
3. A teacher who suspends a student from a class period shall inform the school administration of the class suspension. The class period suspension shall be recorded and reported to a parent as soon as possible by the teacher.
4. When the Principal imposes a school or bus suspension, the Principal shall ensure:
 1. the suspension shall not exceed five (5) school days;
 2. the student's parents and the Transportation Department have been informed immediately forthwith of the suspension;
 3. a report in writing is sent to the student's parents outlining all the circumstances respecting the suspension:
 4. the term and nature of the suspension;
 5. the terms of reinstatement;
 6. the opportunity to meet and discuss these terms.
 7. the Student Suspension Report is completed and filed in the student discipline file with a copy of the letter sent to the parents; and
 8. suspension letters shall be under the signature of the Principal.
5. Where the student is not to be reinstated within five (5) school days, the Principal shall:
 1. inform the Superintendent immediately
 2. file with the Superintendent a comprehensive written report on the suspension including recommendations and copies of any other suspension reports and
 3. provide the parent, or in the case of a student who is judged to be an independent student under Section 6 of the *Education Act*, the student, with a copy of the report filed with the Superintendent.
6. Where the student is not to be reinstated within five (5) school days, the Superintendent will be responsible for the following:
 1. the Student Suspension Report and all letters of correspondence regarding the suspension have been received, including the Principal's recommendation
 2. the Discipline Committee of the Board is properly notified and a suspension hearing is set within ten (10) school days of the first day of the suspension
 3. the parent(s) have been notified in writing of the circumstances respecting the suspension
 4. the parent(s) have been requested to be present at the suspension hearing to discuss the circumstances leading to the suspension
 5. in the event the student and/or representative does not attend the hearing, the case will be reviewed by the Superintendent with a letter outlining to the parent(s) or the student the procedures that need to be followed
 6. following a hearing, the decision of the Discipline Committee shall be sent, in writing, to the parent(s) or the student if judged to be an independent student under Section 6 of the *Education Act*
 7. an expelled student or the parent(s) will be notified, in writing, they may appeal the Board's decision to the Minister of Education.
7. The Discipline Committee will:
 1. ask the Principal or designate to provide information pertinent to the recommendation for expulsion
 2. give an opportunity to the student or the parent(s) to make a presentation
 3. receive a recommendation from the Superintendent; and

4. ask the Superintendent, staff, student and parents to leave while the committee reconsiders the information and reaches a decision.
8. Students suspended or expelled from school are prohibited from being on school property or present at school activities.
9. When students are expelled, the Transportation Department shall be notified of the student's name and duration of the expulsion.
10. Expulsion is the removal of a student's right to attend a particular school, one or more courses or educational programs, a school activity or to ride a bus for a period of more than ten (10) days of the student has displayed a blatant and repeated refusal to comply with Section 31 of the *Education Act*.
11. Expelled students must be offered another educational program by the Board.

REFERENCE AND LINKS

Education Act

HISTORY

2018 June 18	Reviewed
2019 Nov 26	Reviewed
2021 September 17	Revised