

SUSPENSION OF STUDENTS

Background

Students may be suspended accordance with the *School Act* and its attendant regulations. A student who is 16 years of age or older may be refused an educational program.

This administrative procedure provides direction to school administrators in exercising their authority in dealing with suspension of students and withdrawal from school of students over the age of 16.

Definition

"Suspension" is the removal of a student from a school or from his or her regular educational program for a specified period of time. The student may not attend any other school in the District during the suspension and, upon completion of the suspension, would return to the original school or program.

Procedures

1. The Principal or Vice Principal is authorized to suspend students for up to and including five school days.
2. With the authorization of the Office of the Superintendent, a Principal or Vice Principal may increase the suspension of a student for up to an additional five school days.
3. With the authorization and support of the Principal, Vice Principal or Office of the Superintendent, the Teacher-in-Charge may administer a suspension of a student.
4. Included in the suspension may be a recommendation for further action through Administrative Procedure 355.1 Student Conduct Review Committee.
5. An educational program shall be provided for a student who has been suspended.
6. Notwithstanding the wording of Section 5, the Principal or Vice Principal may refuse to offer an educational program to a student 16 years old or older for refusal to comply with the District and/or school code of student conduct or failure to apply themselves to their study in accordance with the *School Act*.
7. When possible, a report of the circumstances and duration of the suspension shall be made to the parent in person or by telephone on the day of the suspension.
8. Where no contact has been made on the day of the suspension, the student shall be retained at the school until the normal close of the school day. In such a case, the student shall be given a copy of the suspension letter and shall be required to present the letter to their parent. Included in the letter will be a request for the parent to contact the school administrator by the start of the next school day.

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9. A notice of the suspension shall be sent to the parent with a copy to the Superintendent.

10. The notice of suspension shall include:

10.1. The authority of the *School Act*, Board policy and District administrative procedures.

10.2. An outline of the school's reasons for the suspension.

10.3. A history of relevant behaviour and of the corrective measures employed thus far.

10.4. The method of contact with the parent.

10.5. The duration of suspension including the date and time of the student's return to school.

10.6. The method of providing an educational program during the duration of the suspension.

10.7. Where applicable, notification that the student will be reported or referred to the Student Conduct Review Committee; in such cases, a copy of the Student Conduct Review Committee informational brochure will be enclosed.

Reference: *School Act* Sections 6, 7, 17, 20, 22, 65, 85
Civil Rights Protection Act
Human Rights Code
Youth Criminal Justice Act
WorkSafe BC Regulation
ERASE Level 1, 2, 3 Pullouts
Provincial Guidelines – Physical Restraint and Seclusion in School Settings
Safe, Caring, Orderly Schools
Special Education Services – A Manual of Policies, Procedures and Guidelines