

SCHOOL DISTRICT NO. 48 (Sea to Sky)

REGULATION SERIES 500 – STUDENT POPULATION

R 502 STUDENT CONDUCT
R 502.4 **Student Suspensions**

The Board of Education expects that alternatives to suspension, including but not limited to restorative practices, be implemented in response to student misbehaviour prior to considering a student suspension. When school based teams plan responses to student misbehaviour, including suspensions, the consequences should be progressive in nature and take into consideration the age and maturity level of each student.

Students with special needs or those on a formal behaviour support plan should not, in most cases, be suspended. Reference should be made to the Individual Education Plan or Behaviour Support Plan for guidance.

Suspensions

Suspensions may have one or more of the following objectives:

- Improve and/or correct student behaviour;
- Deter other students from similar behaviour;
- Maintain a positive social, emotional learning environment;
- Clarify and solve problems;
- Protect the suspended student and/or others; and/or,
- Provide opportunities to plan proactive educational or restorative practices.

The Board has recognized and authorized two categories of student suspensions. Suspensions may be either:

Definite – up to and including ten school days for minor/major/and/or serious misconduct. Definite suspensions are the responsibility of the school-based principal. These suspensions may be ‘in school’ suspensions where the student remains under the school’s supervision in a supervised setting, or ‘directed’ where a student is assigned to an alternate School District No.48 supervised setting, or rarely, ‘out of school’ where the student remains at home for the duration of the suspension.

Indefinite – in excess of ten school days for repeated major and/or serious misconduct. The principal must consult with and receive approval from the superintendent or designate prior to issuing an indefinite suspension.

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Page 1 of 4

These suspensions may be 'directed' where a student is assigned to an alternate School District No.48 supervised setting, but are generally 'out of school' where the student remains at home for the duration of the suspension.

Following an indefinite suspension, in consultation with the superintendent or designate, it may be decided to re-admit the student to the suspending school, extend the duration of the suspension, transfer the student to a different school in the District, or, in the case of students sixteen (16) years of age or older, prohibit the student from attending any school in the District.

Suspension Process

Principals are to ensure that pre-suspension processes have been followed prior to any suspension (see AP 502.4).

1. Definite Suspensions

- 1.1 School administration may not discharge a student from school until a parent/guardian, a designate of a parent/guardian, or a representative from the Ministry of Children and Family Development has been contacted and is prepared to assume responsibility for the student.
- 1.2 Parents/guardians will be informed immediately of any suspension, and will receive a copy of the suspension letter, which shall include:
 - Reference to relevant School Act sections;
 - A description of the student's offence;
 - The category of suspension (definite);
 - The duration and specific dates of the suspension;
 - Details for accessing educational program;
 - Steps necessary for consideration of return to school;
 - Suggested date and time of parent re-entry meeting; and,
 - The specific return to school date.
- 1.3 A copy of the suspension letter shall be sent to the Director of Instruction: Learning Services.
- 1.4 During the period of suspension, principals shall ensure that suspended students are provided with appropriate schoolwork and follow up as per section 85 (2) (d) of the School Act.

- 1.5 At all levels of the suspension process parents may seek help from an advocate.
- 1.6 A re-entry meeting will be established by the last day of the suspension for the staff, parents, and student to make a new behaviour support plan, including academic supports, for a successful return to school.

2. Indefinite Suspension

- 2.1 School administration may not discharge a student from school until a parent/guardian, a designate of a parent/guardian, or a representative from the Ministry of Children and Family Development has been contacted and is prepared to assume responsibility for the student.
- 2.2 The principal must receive approval from the superintendent or designate prior to issuing an indefinite suspension.
- 2.3 Parents/guardians will be informed immediately of the indefinite suspension. Parents/guardians will receive a copy of the indefinite suspension letter. The indefinite suspension letter shall include:
 - Reference to relevant School Act sections;
 - A description of the student's offence;
 - The category of suspension (indefinite);
 - The duration and specific dates of the suspension;
 - Details for accessing educational program; and,
 - Suggested date and time of planning meeting with parents.
- 2.4 Parents/guardians will also receive a completed copy of the Indefinite Suspension Review within three days of the indefinite suspension being issued.
- 2.5 A copy of the indefinite suspension letter and the Indefinite Suspension Review shall be sent to the Director of Instruction: Learning Services.
- 2.6 During the period of the indefinite suspension, principals shall ensure that suspended students are provided with appropriate schoolwork and follow up as per section 85 (2) (d) of the School Act.
- 2.7 At all levels of the indefinite suspension process parents may seek help from an advocate.

- 2.8 The principal will establish a meeting by the last day of the indefinite suspension for staff and parents to make a new education plan with the student. Indefinite suspensions require either a specific and manageable student behaviour support plan, including academic supports, for re-entry to the suspending school or a transfer to an alternate learning site with a new behaviour support plan in place.
- 2.9 The principal, in consultation with the Director of Instruction: Learning Services, will prompt a Board Suspension Review Committee (BSRC) meeting, to determine the student's new education plan, in the event that:
- a) The parents/guardians and the school are unable to collaborate and create an agreed upon plan; and/or,
 - b) The nature of the student offence is of an extreme nature.

3 Board Suspension Review Committee

- 3.1 The Board Suspension Review Committee (BSRC), when prompted by the school principal in consultation with the Director of Instruction: Learning Services, shall be comprised of two members. The members shall be:
- The Director of Instruction: Learning Services, or senior staff designate, as chairperson; and,
 - A trustee representative.
- 3.2 The BSRC may not meet unless the suspended student, the parent/guardian, and the school principal or designate are present.
- 3.3 The purpose of the meeting is for the BSRC to make a decision about the education plan and placement of the student after considering both the recommendations made by the school administration and the concerns of the family.
- 3.4 The parents/guardians will also be informed of the decision of the BSRC in writing.
- 3.5 If parents are dissatisfied with the decision of the BSRC, they may appeal the decision to the full Board of Education. Board Policy 500.2 outlines the detailed appeal process.

4 Records

The principal must place all student suspension letters and the Indefinite Suspension Review in the permanent student file.