

Administrative Procedure 355 - Student Suspensions

Background

The Division views student suspension as a very serious matter that is to be used only after other less severe forms of action have been considered. Principals shall communicate with parents regarding all types of suspensions.

Procedures

1. A Principal may suspend a student for unacceptable student behaviour as per relevant legislation/regulations, for unacceptable behaviour as outlined under the school code of student conduct, or for contravention of Board policy or Division administrative procedures, and/or where the student's conduct is injurious to the physical or mental well-being of others in the school.
2. The Principal shall ensure that any suspension is fair and proper and that suspensions and/or recommendations for expulsion are made only after other reasonable interventions have proven ineffective or when student conduct is of such a nature that other intervention is not, in the circumstances, deemed to be in the best interests of the student or others in the school.
3. Parents and a student, if they are 16 years of age or older, must be provided with a copy of the letter of suspension. It is important for principals to ensure that the letter is received (registered mail, parents pick up, courier). The documentation must be completed within 48 hours of initiating the suspension.
4. Procedures shall be established by each Principal in consultation with the teaching staff of the school and in accordance with relevant legislation/regulations. There is an expectation that there be a level of consistency among teachers in applying such procedures, and the Principal shall discuss this with teaching staff at the beginning of each school year.
5. Suspension of a student by a Principal means the exclusion of the student from one or more class periods, from a course or program, from riding on a school bus, or from school. Such suspensions shall comply with relevant legislation/regulations. The maximum length of suspension a Principal may issue is five (5) school days. However, if there is also a recommendation for expulsion the student shall remain suspended until the Board has made a decision regarding the recommendation for expulsion.
6. Before a Principal suspends a student, the Principal shall:
 - 6.1. inform the student of the formal disciplinary nature of suspension and its consequences, and of the reasons for which suspension is being considered; and
 - 6.2. provide opportunity for the student to offer an explanation in defense or mitigation prior to completing his/her investigation.

7. When a Principal suspends a student, the Principal shall:
 - 7.1. forthwith report to the student's parent and, where the student is 16 years or older, to the student, by phone if possible and as soon as possible thereafter by letter signed by the Principal or, in the absence of the Principal, the Acting Principal, all the circumstances related to the suspension, including:
 - 7.1.1. the date,
 - 7.1.2. the reason(s) for the suspension,
 - 7.1.3. the date of when the suspension starts and when it ends,
 - 7.1.4. any other background information that may relate to the suspension.
 - 7.2. report the suspension to the Superintendent at the earliest possible opportunity, and forward to the Superintendent a copy of the suspension letter sent to parents.
 - 7.3. provide an opportunity for the student's parent and/or, where the student is 16 years or older, the student, to meet with the Principal to discuss the reasonableness of the suspension.
 - 7.4. the Principal may reinstate a student if they have been suspended.

Reference: Section 8, 11, 31, 32, 33, 36, 37, 41, 42, 43, 44, 52, 53, 196, 197, 222
Education Act
Criminal Code (Canada)
Review by the Minister - Information Bulletin 3.5.1

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