

STUDENT DISCIPLINE

Background

The principal or designate has the authority to suspend a student from school for a breach of the school's student code of conduct. The principal or designate will conduct an investigation, and work towards a satisfactory resolution of the matter.

For offences where the principal or designate deems that the matter will be resolved and the student returned to school at the conclusion of the suspension period, a Level One Suspension process will be implemented. For more serious offences where the principal or designate deems a suspension of five or more days is appropriate, a Level Two Suspension process will be implemented. If the suspension is more than five days and the principal is recommending the student not return to the current educational program, a Level Three Suspension process will be implemented.

Efforts will be made to provide due process to the student and to the parent(s)/guardian(s). The parent(s)/guardian(s) will be provided with all information pertinent to the decision, while respecting the privacy rights of other students, and an opportunity to address their concerns about the decision. Refer to Operational Procedure 108 (Process for Addressing Concerns).

Procedures

1. Level One Suspensions – Fewer than Five Days

- 1.1 The principal or designate will attempt to contact the parent(s)/guardian(s) before suspending the student.
- 1.2 If contact with the parent/guardian is not made by the end of the school day, a suspended student may be released from the school's care with the provision that the student is to return to school on the subsequent day(s) until the principal contacts the parent(s)/guardian(s).
- 1.3 The day on which the suspension is issued may count as day 0 or day 1 of the suspension at the discretion of the school principal.
- 1.4 A letter of suspension must be sent to the parent(s)/guardian(s) within three working days of the beginning of the suspension.
- 1.5 Principals must maintain a record of Level One (i.e., fewer than five days) Suspensions in the district's student data system.
- 1.6 The school is responsible for maintaining an appropriate educational program for the student while under suspension, as applicable in the case of students who are 16 years of age or older.
- 1.7 Level One Resolution/Intervention Procedures:
 - The school principal or designate may call upon assistance from school or district staff.
 - The school principal or designate is responsible for resolution of the Level One Suspension.

- The school principal or designate, will invite the parent(s)/guardian(s) and student to attend the Level One Resolution/Intervention meeting.
- The school principal or designate will communicate the results of the Level One Resolution/Intervention meeting to the parent(s)/guardian(s).
- The resolution/intervention will be recorded in the district's student data system.

2. **Level Two Suspensions – Five Days or More**

- 2.1 The school principal or designate will attempt to contact the parent(s)/guardian(s) before suspending the student.
- 2.2 If contact with the parent(s)/guardian(s) is not made by the end of the school day, a suspended student may be released from the school's care with the provision that the student is to return to school on the subsequent day(s) until the principal contacts the parent(s)/guardian(s).
- 2.3 The day on which the suspension is issued may count as day 0 or day 1 of the suspension at the discretion of the school principal.
- 2.4 The letter of suspension must be sent to the parent(s)/guardian(s) within three working days of the beginning of the suspension.
- 2.5 The school principal will provide the associate superintendent with the following information as soon as possible following the issuance of the suspension:
 - name of the student
 - birth date
 - grade level
 - special needs/placement (if applicable)
 - Indigenous ancestry (if known)
 - reason for suspension
 - parent(s)/guardian(s) name, address, home and work phone numbers
- 2.6 The school principal will prepare and send to the associate superintendent's office (before the Level Two Resolution/Intervention Meeting) a suspension report that includes pertinent information such as discipline records, academic progress and attendance, and the formal letter of suspension. Copies of the suspension report will be provided to all attendees at the meeting.
- 2.7 The associate superintendent will contact the school principal or designate to gather information and determine a meeting time and date for the Level Two Resolution/Intervention Meeting.
- 2.8 The school principal or designate will contact the parent(s)/guardian(s) and any other appropriate personnel to arrange the Resolution/Intervention meeting.
- 2.9 The school is responsible for maintaining an appropriate educational program for the student, as applicable in the case of students who are 16 years of age or older, until a return to school is transacted.
- 2.10 The associate superintendent in consultation with the school principal, may determine that the appropriate level of the resolution/intervention meeting is Level Three rather than Level Two and the Level Three procedures will be implemented.

2.11 Level Two Resolution/Intervention Procedures

- The associate superintendent will facilitate the Level Two Resolution/Intervention Meeting.
- The school principal or designate, other appropriate district personnel as determined by the associate superintendent, the parent(s)/ guardian(s) and the student will be requested to attend the Level Two Resolution/Intervention Meeting. Other attendees may be included with the prior approval of the associate superintendent.
- A record of the meeting will be kept on the 'Level Two Resolution Meeting form (see attached).
- Following the resolution to the suspension, the school principal or designate will communicate in writing the outcome of the Level Two Resolution/Intervention Meeting to the parent(s)/guardian(s), the school, and the associate superintendent.
- The associate superintendent will facilitate placements resulting from the Level Two Resolution/Intervention Meeting.
- If the matter is unresolved, the associate superintendent will be advised and will initiate the Level Three Resolution/Intervention process.

3. **Level Three Suspensions – Referral to the Student Suspension Review Committee**

3.1 The Student Suspension Review Committee (SSRC) will be convened for the following reasons:

- Unresolved Level Two suspensions.
- A suspension bypassing the Level Two Resolution Process.

3.2 The SSRC is chaired by the associate superintendent. The other members of the SSRC will consist of two additional members who are either senior administrators or school-based and/or district principals. The purpose of the SSRC is to determine consequences that balance safety, discipline, restitution, and the student's learning: both academic and behavioural. The Student Suspension Review Committee is authorized by the Board of Education to impose on the student the length of the suspension or conditions as seen to fit the circumstances.

3.3 Level Three Resolution/Intervention Procedures

- The school principal or designate from the suspending school, parent(s)/guardian(s) and student are requested to attend the Level Three Resolution/Intervention Meeting which will be held at the School Board Office. Other people may attend with the prior approval of the associate superintendent.
- The school principal or designate and/or the associate superintendent will prepare a suspension report that includes all information pertinent to the suspension. A copy of the suspension report will be made available to the parent(s)/guardian(s) prior to the day of the Student Suspension Review Committee Meeting.

- Efforts will be made to accommodate the parent(s)/guardian(s) in scheduling the meeting, but if the parent(s)/guardian(s) and/or student do not attend, the meeting will proceed.
- The associate superintendent will communicate in writing the results of the Level Three meeting to the parent(s)/guardian(s) and the school.
- Placements resulting from the Level Three meeting will be the responsibility of the associate superintendent.

3.4 In accordance with section 2.13 of the Board of Education's Governance Policy and Procedures Handbook, 'Appeals to the Board of Education', a decision made by the superintendent or designate may be appealed to the Board of Education if the decision significantly affects the education, health or safety of the student.

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Reference: Sections 6, 7, 17, 20, 22, 26, 65, 79, 85 *School Act*