

## Saskatchewan Rivers School Division No. 119 Policy Manual

<b>Policy Name:</b>	<b>Suspension and Expulsion</b>
<b>Policy Type:</b>	<b>Students</b>
Number:	8040
Date Approved:	November 28, 2005
Legal Reference:	<i>The Education Act, 1995</i> ; Section 150 - 155

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The Board of Education (the Board) believes that the school has an important role to play in facilitating all areas of student development and therefore when inappropriate behavior occurs the Board endorses the application of fair and timely consequences with an emphasis on encouraging social and personal growth.

### **Guidelines**

1. When disciplinary action is taken the principal or designate shall take measures which are logical consequences of the student's behavior and are of such nature as would be exercised by a kind, firm and judicious parent. No corporal punishment is permitted.
2. Where, in the opinion of the principal in consultation with the staff, a situation has developed with respect to a pupil's attendance, studies, deportment, personal relationships in the school or attitudes towards the school, in a way that adversely affects his own educational development or the well-being of other students in the school, the principal may refer the matter to the Division Discipline Committee.
3. Every student shall be accountable to any person appointed by the Board for the purpose of supervision (i.e. driver of a school bus, caretaker, tutor/teacher assistant or working as a volunteer) before, during and after any school-sponsored program or activity.
4. Throughout the disciplinary process, staff and Board members must be cognizant of the rights of the student and parents/guardians as provided for in provincial and federal legislation and Board Policy.

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### ADMINISTRATIVE PROCEDURES

1. The principal may suspend a student for up to three days at a time for overt opposition to authority, serious misconduct or unacceptable behavior by word or deed of a serious nature.
2. When a one to three day suspension occurs, the principal shall:
  - a) inform the student of the reason for the suspension.
  - b) report the circumstances and action taken to the student's parents/guardians by telephone, personal contact or letter.
  - c) inform the affected bus driver(s) of the suspension.
3. The principal may suspend a student for four to 10 days at a time where the principal is convinced that the student has:
  - a) persistently displayed overt opposition to authority,
  - b) refused to conform to the rules of the school,
  - c) been irregular in attendance at school,
  - d) habitually neglected his or her duties,
  - e) wilfully destroyed school property,
  - f) used profane or improper language, or
  - g) engaged in gross misconduct of a type other than that described in clauses a) to f).
4. When a four to 10 day suspension occurs, the principal shall:
  - a) inform the student of the reason for the suspension,
  - b) report the circumstances and action taken to the student's parents/guardians by telephone, if possible, and by follow up letter,
  - c) meet with the parents/guardians and student to discuss the suspension, if requested, or if deemed advisable by the principal.
  - d) inform the Director or designate by telephone, if possible, and by follow up letter,
  - e) inform the affected bus driver(s) of the suspension.

5. When a four to 10 day suspension occurs, the principal is to indicate to the parents/guardians the conditions under which the student will be allowed to return and/or the principal may ask the Director or designate to convene a meeting of the Discipline Committee.
  - a) the principal shall complete the Discipline Committee Hearing application prior to setting a hearing date.
  
6. When a four to 10 day suspension occurs, the Director or designate shall:
  - a) confirm, reduce, or remove the suspension after consulting with the principal and others considered appropriate and after granting the opportunity for a hearing to the student and the parents/guardians.
  - b) contact the parents/guardians before the expiration of the suspension.
  - c) report to the Board.
  
7. Discipline Committee meetings shall be called by the Director or designate. The Committee, acting on behalf of the Board, shall consist of:
  - a) the Director of Education or designate,
  - b) the appropriate Superintendent,
  - c) two Board members,
  - d) the principal concerned or designate.
  
8. The student and parents/guardians shall be invited to attend the meeting. A Discipline Committee meeting shall be a closed meeting.
  
9. The Discipline Committee may:
  - a) confirm, modify or remove the suspension.
  - b) suspend the student for a period greater than 10 days but not greater than one year.
  - c) suspend the student from all or any of the schools in the Division for a period not greater than one year.
  - d) recommend removal of the student from all or any of the schools in the Division.
  
10. The Discipline Committee shall:
  - a) make its decision prior to the expiration of the suspension period when possible.
  - b) notify the parents/guardians of its decision.
  - c) report on its decision at the next regular meeting of the Board for approval or investigation.
  - e) provide the student and parents/guardians an opportunity to appear and make representation before the Board.

11. Notwithstanding the option of convening a meeting of the Discipline Committee, the Board may investigate a suspension as a full Board or appoint a committee of its own choosing to conduct an investigation of the suspension.
12. The Principal may recommend to the Director or designate:
  - a) the suspension of a student for more than 10 days but not greater than one year,
  - or
  - b) the expulsion of a student for a period greater than one year.

For a suspension of more than 10 days but not greater than one year, the Director or designate shall present a recommendation to the Board for the confirmation, modification, or removal of the suspension.
13. For an expulsion for a period greater than one year, the Director or designate shall present a recommendation to the Board for the confirmation, modification, or removal of the expulsion.
14. The Board may exclude (expel) a student from attendance at any or schools in the Division for a period greater than one year based on:
  - a) an investigation conducted by the Director or designate, or
  - b) the unanimous report of a committee of the Board.
15. A student who has been expelled, or his parents/guardians, may, after the expiration of one year, request a review and reconsideration by the Board of its expulsion order. The Board may:
  - a) reaffirm its original decision,
  - b) rescind the resolution expelling the student,
  - c) rescind the resolution expelling the student with such conditions as it may see fit to prescribe in the circumstances.
16. The professional staff of a school is authorized to establish an in-school suspension/detention program, that can require a student to be in a specific location in the school at times other than instructional school hours, subject to the following regulations:
  - a) where the detention is to be served during lunch period, students must be provided with a minimum of 15 minutes to eat their lunch, plus sufficient time to tend to personal needs prior to resumption of classes.
  - b) if detention is to be served during recess, sufficient time must be allowed for the student to tend to personal needs prior to the resumption of classes.

**Sample letter on school letterhead**

*Date*

Mr. & Mrs. \_\_\_\_\_

Address

Dear Mr. & Mrs. \_\_\_\_\_:

**Re: Student name (DOB: month/date/year)**

This letter is to advise you that student name has been suspended from name of school for # of days school days starting month/date/year and ending month/date/year, inclusive.

The suspension is for gross misconduct. Student's first name is not to be on name of school property for any reason during this suspension.

Please contact appropriate administrator at the school before the month/day return date to arrange a meeting.

Sincerely,

\_\_\_\_\_, Principal

c. \_\_\_\_\_, Superintendent of Schools