

Administrative Procedure 720 – Appendix A

SUSPENSION/EXPULSION OF STUDENT BUS PRIVILEGES THE EDUCATION ACT, 1995 - SECTION 154 & 155				
ACTION TAKEN	AUTHORIZED BY	TIME PERIOD	PROCEDURES TO FOLLOW	FOLLOW-UP
BUS SUSPENSION	BUS DRIVER	Up to 3 Days	The driver shall immediately report to parent.	Nil
BUS SUSPENSION	SUPERVISOR OF TRANSPORTATION OR PRINCIPAL	4 to 10 Days	The Supervisor of Transportation or Principal shall immediately report to Director or Superintendent. <ul style="list-style-type: none"> Notify parent and bus driver Inform pupil of reasons Provide a written report to Director or Superintendent and parent Provide an opportunity of a hearing to parents and students 	Nil
SCHOOL SUSPENSION	PRINCIPAL	Up to 3 Days	The principal shall immediately report to parent.	Nil
SCHOOL SUSPENSION	PRINCIPAL	4 to 10 Days	The Principal shall immediately report to Director or Superintendent. <ul style="list-style-type: none"> Notify parent Inform pupil of reasons Provide a written report to Director or Superintendent and parent Provide an opportunity for a hearing to parents and students 	<u>WITHIN 10 DAY LIMIT</u> The Director shall, in consultation with all parties: <ol style="list-style-type: none"> Confirm, reduce or remove suspension and provide written report to Board.
SCHOOL SUSPENSION	STUDENT DISCIPLINE COMMITTEE	More than 10 days and up to one (1) year	The Principal shall immediately report to Director or Superintendent. <ul style="list-style-type: none"> Notify parent Inform pupil of reasons Provide a written report to Director and parent Provide an opportunity for a hearing to parents and students 	The Director shall: <ol style="list-style-type: none"> Consult (investigate) with principals and others as appropriate Grant a hearing to the pupil and parent outlining all information as gathered from (1.) Call for a meeting of the Student Discipline Committee Contact parents/student requesting them to attend the meeting with the Student Discipline Committee* Present information on the investigation to the Student Discipline Committee. It is advisable that both the principal and parent be in attendance. Provide opportunity for Student Discipline Committee to meet in private to reach its decision Report the decision of the Student Discipline Committee to parents and inform them of their right to appear before the entire Board at its next meeting. Prepare a written report of the Student Discipline Committee for presentation to the Board at its next meeting. (it is recommended that the Student Discipline Committee excuse themselves from the Board when a decision is being made.) Respond, in writing, to the parent on the final decision of the Board. <p><i>* The Student Discipline Committee may be composed of those members of the Board of Education and officials that the Board considers appropriate.</i></p>
SCHOOL EXPULSION	BOARD	Greater than 1 year	The Principal shall immediately report to Director or Superintendent. <ul style="list-style-type: none"> Notify parent Inform pupil of reasons Provide a written report to Director and parent Provide an opportunity for a hearing to parents and students 	(AS ABOVE) <ol style="list-style-type: none"> The Board, by resolution may exclude a pupil from attendance at any and all schools. The pupil, after one year, may request a review and reconsideration by the Board. The Board may re-admit the pupil under conditions it may see fit to prescribe.