

**School District #62 (Sooke)**

<b>STUDENT SUSPENSION PROCESS</b>	No.: C-319
	Effective: May 12/81 Revised: Mar. 9/82; Nov. 8/83; May 23/89; Apr. 10/90; July 5/05; June 27/17 Reviewed: Apr. 18/17; May 15/17

**ADMINISTRATIVE REGULATIONS**

A. STUDENT SUSPENSION

The Board authorizes Principals to suspend a student from school attendance when a Principal concludes that:

1. The student is willfully disobedient to a teacher or any other employee of the Board carrying out responsibilities approved by the Board, or
2. The behaviour of the student has a harmful effect on other students, school personnel or the school, or
3. The student has refused to comply with the school rules or the code of conduct, rules or other policies which may be established by the Board, or
4. The student persists in frequent absences which are deemed by the Principal or his/her designates to be without sufficient reason, or
5. The student has had possession of, exchanged or been under the influence of alcohol, mind-altering substances or non-prescription drugs while at school or during school hours. (Note Policy C-314)

The Board further authorizes the Principal to delegate the responsibility for student suspension to the Vice-Principal(s) or to the Teacher-in-Charge, in the absence of the Principal or Vice-Principal(s). Action taken in the absence of the Principal and Vice-Principal will be only to the extent required to preserve the best interests of the school and/or the student.

The Board also authorizes the Principal or designate to remove a suspension previously imposed upon a pupil.

1. Preliminary Procedures

- 1.1 Whenever a student's pattern of behaviour is such that continuation of this behaviour will likely lead to a period of suspension, the parents or guardian of that student will be notified of that behaviour by personal contact and/or in a letter of warning.

2. Suspension Procedures

The procedure to be followed by a Principal or his/her designate(s) in suspending a student is as follows:

- 2.1 The parent or guardian shall be notified of the circumstances and the duration of the suspension by letter or electronic communication (e-mail).

- 2.2 If at all possible, the parent or guardian shall be contacted in person or by telephone prior to being advised by the student or in the letter.
- 2.3 A copy of the suspension letter shall be forwarded to the Superintendent of Schools.
- 2.4 The school shall provide assignments for the suspended student and the reasonable completion of appropriate assignments may be used as a condition for the student's return to school.

### 3. District Student Review Committee

The District Student Review Committee shall comprise the Superintendent of Schools or his/her designates, the District Principal - Student Support Services or his/her designates, plus two administrative officers and two teachers.

### 4. District Committee Hearings

The District Student Review Committee hearings shall be held whenever a student is suspended indefinitely from a school. The school administration shall inform the parents/guardians of the time of such a hearing. At least one parent or guardian plus the suspended student should attend any hearing, but a hearing can proceed in their absence provided that they had notice of such a hearing and chose not to attend.

### 5. Recommendations of the District Student Review Committee

The District Student Review Committee may direct:

- a. that the student suspension be extended for a specified period of time such that the total suspension not exceed twenty (20) consecutive school days, or
- b. that the student be placed in another district school or educational program, and/or
- c. that certain conditions be met for the student to be readmitted to a district school/program (e.g. letter of apology, agreement to counselling, etc.)

Further, the District Student Review Committee may recommend to the Superintendent of Schools, in the case of a student 16 years of age or older, that the Board refuse to offer an educational program to that student.

### 6. Categories of Student Suspension

#### 6.1 Short-Term (5 school days or less)

In most cases of school suspension, the duration of the suspension will be five school days or less, as determined by the Principal or designate. The letter of suspension will convey the duration to the parent or guardian. Should a Principal decide to remove a suspension, he or she shall notify both the Superintendent of Schools and the parents or guardian of this decision. This notification shall be by letter and, where possible, by personal contact.

## 6.2 Indefinite

When suspensions arise from circumstances which are of a serious nature, the suspension letter shall state that "the suspension is until the matter has been reviewed and action taken by the District Student Review Committee". The letter shall also advise the parents or guardian of the date and time of the hearing.

In addition to a copy of the suspension letter, the Principal shall forward to the District Student Review Committee chairperson, a complete indefinite suspension information package.

A meeting of the District Student Review Committee, the parent(s) or guardian(s) and the student will be convened in order that the parent(s) or guardian(s) and the student may discuss with the committee the situation leading to the suspension. The District Student Review Committee will subsequently recommend a course of action to the parent(s) or guardian(s) and to the school(s) concerned. Such recommendations will be announced to the parent(s) or guardian(s) as quickly as possible and shall be confirmed by letter.

Parents must be informed of their right to appeal the decision of the Committee and to attend a closed special meeting of the Board of Education. (Note Policy C-350 Appeals and By-law 1-08 Parent/Student Appeals)

When a student who has been indefinitely suspended withdraws from school during the period of suspension, he/she will not be re-admitted to any district school or program during that school year or the next school year until he/she has met with the District Student Review Committee and obtained permission.

## B. REFUSAL TO OFFER AN EDUCATIONAL PROGRAM

When a student sixteen (16) years of age or older fails to apply himself/herself to his/her studies or fails to comply with the rules, regulations and/or policies of the school and/or Board the Principal or his/her designate shall:

1. Give him/her due warning;
2. Inform the parents of the student by letter of the reasons for the warning; and
3. Where feasible, arrange for an interview with the parents or guardians of the student at the school.

If, within an appropriate period of time after the warning, the student fails to make a reasonable effort to reform, the Principal shall suspend the student indefinitely with a referral to the District Student Review Committee.