



# Administrative Regulations

## EDUCATION

2900

### STUDENT SUSPENSIONS

#### A. General Guidelines

1. At the beginning of the school year, or at the time of registration, the principal shall ensure that parents and students are made aware of the school's code of conduct along with the possible consequences for the violation of these expectations.
2. Other than for serious offences, suspensions shall be considered as the culmination of a series of incremental disciplinary consequences.
3. Corrective measures shall include a due warning to both the student and the parent/guardian that continued infractions of the code of conduct could ultimately lead to a suspension.
4. Accurate records shall be maintained of significant infractions of the code of conduct and the related disciplinary measures that were followed. These records should also include the type and time of communication with the parent/guardian with regard to these infractions.
5. Whatever the length of suspension or medical exclusion, the principal shall ensure the continuance of an educational program for the student.
6. Parents are entitled to appeal decisions to suspend or exclude by using the procedures in regulation 1750 (Reviewing Decisions of the Principal) and Bylaw 8300 (Appeal of Decisions).
7. The student and the parent/guardian shall be informed that they have the right to appeal under regulation 1750 and Bylaw No. 8300.
8. By September 30th of each year, the principal of each school shall notify the Superintendent in writing, of the names of any administrative officer or teacher designated as having authority to suspend students from school.

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**Date approved:** January 1996

**Reference:**

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**Supt. Signature:**



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### STUDENT SUSPENSIONS (continued)

#### B. In-School Suspensions

1. A principal or designate may suspend a student from attendance in classes and have the student spend the period of suspension in a designated area of the school.
2. Parents or guardians shall be notified of the in-school suspension, including the length, the reason and any conditions for reinstatement.
3. Provision shall be made for the continuance of an educational program for the student during the period of in-school suspension.
4. The principal shall provide for adult supervision of the student during this period.

#### C. Out-of-School Suspensions

1. A principal or designate may suspend a student from attendance at a school and may determine the length of the suspension. In the case of students with special needs, the principal will ensure that such students have been adequately assessed, that appropriate interventions have been applied, that the grounds for suspension are clear and appropriate and if applicable, that the potential for the involvement of the Ministry for Children and Families has been assessed, before suspension is used.
2. The student will remain at the school under the administrator's supervision and control until contact has been established with the student's parents or designated adult family alternative and a plan put in place for the return of the student to the parents.
3. All suspensions will be reported to the superintendent.
4. All student suspensions in excess of ten days at the secondary level and five days at the elementary level will be immediately reported to the superintendent in writing.
5. Parents or guardians shall be notified of the out-of-school suspension in writing. The communication will clearly identify the length of, and the reason for, the suspension and a re-entry plan.

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### STUDENT SUSPENSIONS (continued)

#### C. Out-of-School Suspensions (continued)

6. Provision shall be made for the continuance of an educational program for the student during the period of the out-of-school suspension and in the case of special needs students, that appropriate interventions are offered and planning is undertaken for successful re-entry.
7. The superintendent has the authority to readmit a student who has been suspended.

#### D. Exclusions

1. Students under the age of sixteen (16) may be excluded from school under the provisions of School Act section 91 (see Administrative Regulations on Examination and Reports by School Medical Officer). The board must continue to provide an educational program for such students.
2. The School Act section 85 (3) gives the Board authority to refuse to offer an educational program to a student sixteen (16) years of age or older if that student:
  - a. has failed to comply with the code of conduct or other rules and policies as noted in Section 6 of the School Act ;
  - b. has failed to apply himself or herself to his or her studies.
3. In the case of students with special needs, the principal will ensure that such students have been adequately assessed, that appropriate interventions have been applied, that the grounds for exclusion are clear and appropriate and that the potential for the involvement of the Ministry for Children and Families be assessed before exclusion is considered.
4. The superintendent has the authority to readmit a student of sixteen (16) years of age or older whose attendance at school has earlier been prohibited.

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**Statutory references:**

School Act, section 26, 85(2)  
c, d. Board policies 1.3, 4.3.3

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**Supt. Signature:**