

**School District #62 (Sooke)**

<b>STUDENT SUSPENSION</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; Sept. 23/25 Reviewed: Apr. 18/17; May 15/17; Mar. 4/25; Mar. 11/25; Sept. 23/25;

**ADMINISTRATIVE REGULATIONS**

A. STUDENT SUSPENSION

The Board authorizes principals and vice-principals to suspend a student from school attendance when a principal/vice-principal's investigation 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, despite interventions from the school, district and external supports, which are deemed by the principal or vice-principal to be without sufficient reason, or
5. The student has had possession of, exchanged or been under the influence of alcohol, drugs, including the misuse of prescription drugs while at school or school related activities as defined in Policy C-314 "Substance Use Prevention and Intervention".

The Board further authorizes the principal to delegate the responsibility for student suspension to the 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 vice-principal to remove a suspension previously imposed upon a student.

B. CATEGORIES OF STUDENT SUSPENSION

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 vice-principal. The letter of suspension will convey the duration to the parent or guardian. Should a principal/vice-principal decide to remove a suspension, they 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.

2. Indefinite (greater than five days)

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 that information regarding the date and time of the hearing will be provided by the school district office.

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 Associate Superintendent who will provide direction to the parent(s) or guardian(s) and to the school(s) concerned regarding the resolution of the suspension. Such direction 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, they will not be re-admitted to any district school or program during that school year or the next school year until they have met with the District Student Review Committee to resolve the circumstances of the suspension.

C. PROCEDURES:

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. Short-Term Suspension (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 vice-principal.

- 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 informed of the suspension in person or by telephone, prior to being advised by the student or via written correspondence.
- 2.3. A copy of the suspension letter shall be forwarded to the school's Associate Superintendent.
- 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. Indefinite Suspension (greater than 5 school days)

When suspensions arise from circumstances which are of a serious nature, a student may be suspended indefinitely. Resolution of the suspension will be done via the District Student Review Committee, which shall also be authorized to change a student's educational program to support a safe and healthy educational environment.

- 3.1. Prior to issuing an indefinite suspension, principals and vice-principals must consult with their school's Associate Superintendent.
- 3.2. When informing parents/guardians of a student's indefinite suspension, 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 that they will be contacted by the board office with the date and time of the hearing.
- 3.3. At least 24 hours prior to a scheduled District Student Review Committee meeting, the Principal shall forward to the District Student Review Committee chairperson and the parents/guardians of the suspended student, a complete indefinite suspension information package, including:
  - A cover sheet including:
    - Student profile, strengths and challenges.
    - Interventions/support.
    - Outside agency involvement (if applicable).
    - Reason for suspension.
    - School concerns.
  - A copy of the suspension letter and any other related suspensions.
  - A copy of the student's attendance record.
  - IEP (if applicable).
  - A copy of the student's transcript (achievement records/report cards).
  - PR card.
- 3.4. 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.
- 3.5. The District Student Review Committee will subsequently recommend a course of action to the Superintendent or designate who shall make a decision regarding the student under suspension based upon the committee recommendations.
- 3.6. Such direction will be announced to the parent(s) or guardian(s) and to the school administration as quickly as possible and shall be confirmed by letter.
- 3.7. 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 (as described in Policy C-350, Appeals and By-law 1-08 Parent/Student Appeals).
- 3.8. When a student who has been indefinitely suspended withdraws from school during the period of suspension, they will not be re-admitted to any district school or program until they have met with the District Student Review Committee and obtained permission.

#### 4. REFUSAL TO OFFER AN EDUCATIONAL PROGRAM (EXPULSION)

- 4.1. When a student sixteen (16) years of age or older fails to apply themselves to their studies or fails to comply with the rules, regulations and/or policies of the school and/or Board the principal or vice-principal shall suspend the student indefinitely.
- 4.2. Expulsion may only be applied through a decision of the District Student Review Committee and may not be imposed by a principal or vice-principal.
- 4.3. The District Student Review Committee may recommend to the Superintendent or designate that the student's behaviour adversely affects the educational environment to such an extent that their removal is warranted and as such, to no longer offer an educational program to the student in any district school.
- 4.4. Such information shall be communicated to the parents/guardians and the student with information about the district's appeal process as described in Policy C-350, Appeals and By-law 1-08 Parent/Student Appeals.

#### 5. District Student Review Committee

5.1. The District Student Review Committee shall comprise, but not be limited to:

- Associate Superintendent, Inclusive Education and/or Safe Schools.
- District Principal or Vice-Principal, Inclusive Education.
- Principal or Vice-Principal from another district school from the same level.
- The District Safe Schools Coordinator.
- District Principal or Vice-Principal of Indigenous Education programs when the student is of Indigenous ancestry.
- A teacher representative.

5.2. The Associate Superintendent shall chair the District Student Review Committee.

#### 6. District Committee Hearings

- 6.1. The District Student Review Committee hearings shall be held whenever a student is suspended indefinitely from a school.
- 6.2. A district representative from the school board office shall inform the parents/guardians of the time and date of such a hearing.
- 6.3. At least one parent or guardian plus the suspended student should attend any hearing; however, a hearing can proceed in their absence provided that they had notice of such a hearing and did not attend.

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

7.1. The District Student Review Committee may recommend to the Associate Superintendent, who may direct:

- 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
- that the student be placed in another district school or educational program, and/or
- 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.).

- other actions that will support a positive reintegration of the student into their educational programming.
- Section 74(4.1) of the *BC School Act* allows Board's to offer a student's educational program through online learning only if it complies with section 74(3).

7.2. 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.

D. EXCLUSION OF STUDENTS 16 YEARS OF AGE OR OLDER

1. The *BC School Act* gives the Board the authority to refuse to offer an educational program to a student 16 years of age or older if, in spite of due warning, the student fails to apply themselves to their studies or fails to comply with the district and school code of conduct and/or other rules and policies referred to in Section 6 of the *School Act*.
2. In such cases, the principal or vice-principal may recommend to the District Student Review Committee that the Board refuse to offer an educational program to the student. The principal/vice-principal do not have the capacity or authority to expel a student without referral to the District Student Review Committee.
3. A decision to refuse to offer an educational program to a student may only be undertaken after convening a meeting of the District Student Review Committee where the parent or guardian and the student shall have the opportunity to discuss with the Board the recommendation to refuse to offer an educational program to the student.
4. The Board also has the authority, after consultation with the Superintendent of Schools, to readmit students 16 years of age or older whose attendance has been excluded as described above. The Board may also order that any reference to the exclusion be removed from a student's record.