

Sunrise School Division

Divisional Procedure

Divisional Procedure Number – 7400

Policy Title	Divisional Procedure: Out of School Student Suspensions		
Date of Issue	2005	Related Procedure	
Revision Dates		Related Forms	
Review Date	2007	Originator	Superintendent

Rationale

1. Quality learning environments and experiences are required to help students resolve conflicts peacefully, learn about the law and acquire social and decision-making skills that contribute to the safety of their schools and communities.
2. There are consequences for inappropriate choices made by students. Consequences need to ensure a safe learning environment and also provide for the continued learning of the student.
3. Taking individual circumstances into consideration, practices across the division need to be consistent, and reflect a focus on safety and learning.
4. Decisions need to be guided by a problem solving, not punitive, approach as well as by supporting and enabling all members of the community to participate and contribute.
5. Every member of the learning environment is entitled to natural justice; including due process that is fair, non-biased, subject to appeal and that provides the reasons for the consequences.
6. Youth are to be directly involved and have their own voice through all suspension procedures.
7. Section 40.6 of the Education Administration Act provides general authorization for the Superintendent to suspend students for no more than six weeks, while Section 40.5(1) gives authorization to School Principals to suspend students. Section 48(4) of the Public Schools Act gives the Board authority to suspend or expel students.

Procedure

School based administrators and the Superintendent of schools (or designate) have the authority to suspend students from school. Suspension procedures need to be progressive. The primary considerations impacting upon decisions need to be student and learning community safety, together with student learning.

Sunrise School Division

Divisional Procedure

Divisional Procedure Number – 7400

Policy Title	Divisional Practise: Out of School Student Suspensions		
Date of Issue	2005	Related Procedure	
Revision Dates		Related Forms	
Review Date	2007	Originator	Superintendent

Sunrise processes for handling the suspension of students is outlined below. Prior to considering suspension, it is assumed that other alternatives have been considered or used by the school.

1. School administrators have the authority to suspend students for up to five (5) days and to determine the educational program to be provided to the student.

2. At the time of all suspensions of three (3) days or more, the Principal or Assistant Principal will advise the Superintendent of Schools of the name of the student, the duration of the suspension and the reasons for the suspension. Where a suspension is for more than three days, the Principal, in consultation with the Superintendent or designate and parent/guardian, shall determine the nature of the education program to be provided.

3. At all levels of the suspension process, parents may seek assistance from an advocate.

4. These regulations do not apply to in-school removal from classes and activities, or to informal arrangements made with parents for full or partial day home school study or school withdrawal.

5. Student and parent appeals are available at each stage.

6. Suspension from school will generally adhere to the following sequence; however, serious breaches of conduct that threaten the safety and welfare of staff and students will be referred directly to level three for resolution by the Suspension Review Team (SRT).

Level One: School Team - Formal Suspension - Up to Five Days

1. Five (5) days is the maximum length of time for a Level 1 suspension. "Suspension Day" is "day 0".
2. The Principal will inform the Superintendent of such formal suspensions including and beyond three (3) days.
3. School administrators will attempt to involve the student's parents/guardian in the decision making processes involved in a potential suspension. Ultimately, the decision to suspend is made by school administration. Every effort will be made to communicate with the student's parents or emergency contact before sending the student home during the school day, informing them of the action being taken and the reasons for those actions.
4. A letter must be sent to parents/guardian. A copy of this letter is to be sent to the office of the Superintendent and to the Division Principal of Student Support services (including and beyond three (3) days). When possible, a copy should also be given to the student to take home.
5. During the period of suspension it is expected that the Principal would call upon the assistance of school and divisional support staff in an effort to resolve the suspension as necessary.
6. If the suspension cannot be resolved, a letter indicating that the suspension is proceeding to the "Level Two - Division Involvement" must be sent to the parents, with a copy to the Superintendent and the Division Principal of Student Support services.

Level Two: Division Support Staff Involvement in Unresolved Suspension

1. Upon receiving notice of an unresolved suspension, the Division Principal of Student Support services (or designate) will become involved with the Principal in the resolution process.
2. The responsibility of the division staff member(s) is to work with school, parents/guardians, and community agencies (where appropriate) and to affect the student's re-entry into school or to find an acceptable alternative educational program.
3. If this team resolves the situation, the school Principal will advise the parents/guardians of the suspended student in writing and forward a copy to the Division Principal and to the Superintendent.
4. If the suspension cannot be resolved within a two-week period, school administration, together with divisional staff will inform the parents/guardians of the suspended student in writing and shall prepare a report and refer the matter to the Suspension Review Team (SRT) for Level Three consideration.

Level Three: Referral to the Suspension Review Team (SRT)

1. The Suspension Review Team (SRT) shall be comprised of the chair (the Superintendent of schools or designate), the division Principal of student support services (or designate), and a school administrator.
2. Upon the SRT's receipt of the report, the chair shall convene a meeting of the SRT within ten school days. The suspended student and his/her parents/guardians will be notified in writing of the meeting. The parents, the student, and the school administration will be given the opportunity to be heard at this meeting.
3. The committee will consider all the information and make its recommendation 'in camera' (in private). Parents/guardians will be contacted and notified of the committee's recommendation and the appeal procedure.
4. In the event the SRT recommends to discontinue the school based educational programming for the student, the recommendation will be forwarded to the Board of School Trustees (Level Four) for determination. The Board, prior to considering the SRT's recommendation, will notify the suspended student and his/her parents/guardians of the appeal procedure.

Level Four: Board of School Trustees Resolution

- 1 The Board of School Trustees will act in all cases which have not been resolved in Level Three, where a student under age 16 refuses to comply with the rules of the school or fails to apply him/herself to his/her studies. The Board will also review the disposition of students 16-19 years of age when referred by the Superintendent of Schools.