



Section: **Students**  
Policy #: **4210**  
Policy: **Student Suspension Policy**

Date Approved: May 1992  
Revision Dates: February 2004  
November 20 2004  
June 24 2010

## **A. Student Suspension Policy**

### Definition

For the purpose of this policy, the term "parent" refers to parent or legal guardian.

### Policy

Occasionally, it may be necessary to suspend a student from school. The following may constitute grounds for suspension. The school Principal may suspend a student for any serious action without prior notification of the student's parents (see F3 below).

1. Open opposition or wilful disobedience to authority:
  - a. Teacher
  - b. School Rules
  - c. School Act
  - d. School Council Policy
2. Habitual neglect of duty:
  - a. Absences
  - b. Lates
  - c. Homework or assignments
  - d. Attitude
  - e. Class work
  - f. Disruptive behaviour
3. Use of improper or profane language.
4. Other conduct injurious to the moral tone or well-being of the school. eg. vandalism, bullying, harassment, theft, drugs/alcohol, physical violence.
5. Offences involving drugs, alcohol, or weapons will result in an immediate indefinite suspension until a successful appeal before the Discipline Committee.

## **B. Policy Implementation**

1. Suspensions will be dealt with by individual schools depending on the nature of the offence, grade level, and other considerations. The

Principal, and in the Principal's absence, the Vice Principal or Acting Principal will decide whether the suspension will be served as an "in" or "out of" school suspension. In all cases, parents will be informed.

2. All suspensions should be incremental in nature ranging from one (1) to five (5) days depending on the nature and frequency of the offence, level of co-operation and re-mediation effort on the part of the student.
3. When a student is given a in or out of school suspension the parent will be informed by phone. If it is an out of school suspension, the student will remain at the school until parents have made arrangements for the student to leave the school. This will be followed by a letter which outlines the behaviours which resulted in suspension. Contact will be made with the parents and student to review the unacceptable behaviour, expectations for student behaviour in the school, and to discuss conditions for reinstatement in school.
4. In the event of an indefinite suspension, parents will have the right of appeal to the Local Discipline Committee. A special meeting will be called for that purpose. Request for the appeal and the hearing is to be done through the Superintendent's office within seven calendar days of notice of the suspension.
5. In the event that the complainant is dissatisfied with the decision of the Local Discipline Committee s/he may appeal in writing to the Vicar of Education of the Nelson Diocese within seven (7) calendar days of notice of the Local Discipline Committee's decision. The Vicar will convene a meeting of the Diocesan Discipline Committee within fourteen (14) calendar days.
6. In the event that the complainant is dissatisfied with the decision of the Diocesan Discipline Committee hearing s/he may appeal in writing to the Ombudsman within seven (7) calendar days of notice of the Diocesan Discipline Committee's decision.

### **C. Procedures at Local Discipline Committee Hearing**

Persons Present:

- Chairperson of School Council
- Chairperson of Education Committee
- Superintendent
- Designated Pastor
- School Counsellor and/or staff member (if applicable)
- Principal
- Parents/Legal Guardians
- Student(s)

Meeting is chaired by the School Council Chairperson.

1. Superintendent provides overview of process for the hearing.
2. Principal gives his/her report on issues which precipitated suspension.

3. Parent/guardian and student are provided the opportunity to question contents of Principal's report.
4. Committee members, parents and student may ask questions of school staff present.
5. Committee members and staff may question student and parents.
6. Parents with student may talk with Committee alone.
7. Parent and/or Committee members may then ask the student to leave to talk with parents alone.
8. Committee, Principal, and/or staff, parents and student reconvene for final comments.
9. Parents and student(s) are thanked and dismissed.
10. The decision of the Discipline Committee (to reinstate or expel) will be communicated through the Superintendent by telephone to the parents and confirmed by letter.
11. The decision of the Discipline Committee is communicated at the next regular meeting of council (in camera).

#### **D. Procedures at the Diocesan Discipline Committee Hearing**

Committee members:

- Vicar of Education or designate
- Member of the Board of Directors\*
- Pastor\*
- Principal\*
- Teacher\*

\* Not from the complainant's school and School Council.

Others present:

- Parents/Guardians
- Student
- One person who sat on the Local Discipline Committee
- Superintendent
- Principal

Meeting is chaired by the Vicar of Education or designate

1. Chairperson of Diocesan Committee provides overview of the process for the hearing.
2. Parent presents issue under appeal, outline of facts relied upon, and copies of documents to be relied upon.
3. Superintendent presents reasons for decision of Local Discipline Committee, outline of facts relied upon, and copies of documents to be relied upon.

4. Committee members ask questions of parents, student, Principal, Superintendent, and/or Local Committee Member.
5. Committee thanks everyone present and they are dismissed.
6. The Committee meets alone to make a final decision. The decision of the Discipline Committee will be communicated through the Vicar of Education or designate by telephone to the parents and confirmed by letter. The Committee will communicate its decision and provide written reasons to the complainant and the Local Discipline Committee. The decision must be delivered within seven (7) calendar days of the hearing.
7. The decision of the Diocesan Discipline Committee is communicated at the next regular meeting of Board of Directors (in camera).