



POLICY 7200
**SCHOOL CATCHMENT AREAS AND SCHOOL
CHOICE**

Adopted: 1998-02-24	Reviewed: n/a	Amended: 2002-04-23 2007-01-23 2010-05-25 2018-10-09
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POLICY

SUBJECT: **SUSPENSIONS - STUDENTS**

The Board of Education believes that the suspension of students should occur only after all other available measures have been considered. In recognition that suspensions may be necessary from time to time, however, the Board gives general authorization to the Principal/Vice-Principal to suspend a student, or to remove a suspension, in accordance with the regulations of this policy.



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REGULATIONS

SUBJECT: **SUSPENSIONS - STUDENTS**

1. Each school shall formulate a Code of Conduct for pupils that is consistent with this policy, other School Board policies, and the *School Act* and Regulations.
 - a) It is recommended that parents and/or pupils be consulted during the formulation of the Code of Conduct.
 - b) A copy of the Code of Conduct should be filed with the School Board upon formulation and after each revision.
 - c) At the beginning of each school year, or upon registration in the school, each student should be provided with a copy of the Code of Conduct.
2. The Board of Education authorizes the Principal/Vice-Principal of a school, or his/her designate, to suspend a student when he/she concludes that:
 - a) alternative means for dealing with the student in school (as per Appendix A; Sample Methods of Intervention/Response) have not worked or would not be appropriate in the particular situation;
 - b) the student is willfully disobedient to a teacher or any other employee of the Board carrying out responsibilities approved by the Board;
 - c) the behaviour of the student has a harmful effect on the character or persons of other pupils; or
 - d) suspension is an agreed upon learning tool as specified within the *Individual Educational Plan (IEP)* for students designated with behavioral disorders.
3. Where the Principal/Vice-Principal of a school, or his/her designate, feels that a student should be suspended for five (5) days or less, he/she may suspend the student as follows:
 - a) for informal suspensions of less than one day,
 - i) Parents/guardians shall be contacted by telephone and informed that their son/daughter is being sent home. They shall also be advised of the circumstances precipitating the informal suspension.

- ii) The student shall be sent directly home and instructed to return to school at a designated time. The school administration may require that the student be accompanied by a parent/guardian.
 - iii) If the parents/guardians cannot be contacted or if proper transportation cannot be arranged, the student is not to be sent home.
 - iv) No formal written contact needs to be made with the parents/ guardians.
- b) for formal suspensions of five (5) days or less,
 - i) Parents/guardians shall be contacted by telephone and/or personal interview prior to the student leaving the school.
 - ii) A confirmation letter, Appendix B informing the parents/guardians of the circumstances of the suspension and the anticipated date of return shall be dispatched immediately. The letter shall include a statement informing the students that they have a right to appeal the decision in accordance with [Bylaw #21 - Student Appeals](#). A copy shall be sent to the Superintendent of Schools with supporting documentation of progressive discipline attempts and referral to any *IEP* as pertinent.
 - iii) The student shall be readmitted to school by the authorized person who imposed the suspension. It is recommended that the student and/or parent/guardian meet with a member of the school administration prior to readmittance to school.
- 4. In the case of a very serious violation of the Code of Conduct where the Principal of a school, or his/her designate, feels that a student should be suspended for more than five (5) days, the Principal will:
 - a) Suspend the student for a period of six (6) to ten (10) days;
 - b) Refer the student to the Board of Education for recommended suspensions exceeding ten (10) days;
 - c) The District Student Support Committee will review suspensions exceeding ten (10) days and cases where individual students have received multiple suspensions in one year.
 - Composition of the District Student Support Committee (Appendix C)
 - District Student Support Committee Report and Recommendations Form (Appendix D)

The Principal shall proceed as follows:

- i) Inform the superintendent of his/her decision in writing and attach all pertinent documentation as per 3.b) ii) above.

- ii) Parents/guardians shall be contacted by telephone and/or personal interview prior to the student leaving the school.
- iii) A registered letter shall be sent to the parents/guardians informing them of the circumstances of the suspension and advising them of either a, b or c above. If b or c, the letter shall advise parents that they will be contacted by the Superintendent of Schools.

The Superintendent shall proceed as follows:

- i) Convene a meeting of the District Student Support Committee or the Board of Education, as required, at the earliest opportunity to consider the circumstances and recommendation.
 - ii) Notice of the time and place of the meeting shall be given to all parties involved at least twenty-four hours prior to the meeting.
 - iii) The attendance of the student at this meeting is mandatory. The attendance of the parents/guardians at this meeting is encouraged but is not mandatory.
 - iv) After considering the information given by school personnel and the student or parents/guardians, the District Student Support Committee, or the Board, may suspend the student for a period of time deemed appropriate to the offence. In special circumstances, when the Board or the District Student Support Committee feel that it is appropriate, alternatives to suspension from school may be considered.
 - v) It is recommended that the student and/or parent/guardian meet with a member of the school administration prior to re-admittance to school.
5. A decision of the Principal or District Review Committee may be appealed as provided for in [Bylaw No. 21](#).
6. During the period of the suspension, schools shall ensure that students have an opportunity to pick up assignments and return completed assignments for marking.

Related Policies:

[Policy 7007 – Student Code of Conduct](#)

[Policy 7008 – Student Threat Assessment](#)

[Policy 7420 – Weapons, Violence, Bullying and Intimidation](#)

[Policy 7700 – Student Transportation](#)

NUMBER OF TIMES INTERVENTION/RESPONSE USED					APPENDIX A
1	2	3	4	5	SAMPLE METHODS OF INTERVENTION/RESPONSE
					Class conference/meeting
					Restricted access to facilities/activities
					Reduced day length (permanent or temporary)
					Educational program change
					Peer counseling (not including mediation)
					Mentoring program/asset building
					Functional behavioural assessment and behaviour plan
					Daily/weekly monitoring
					Self-reflective exercise or research project in related topic
					Special education procedural change
					Restitution to school/community/victim
					Family group conference/justice circle (restorative justice)
					School-based team involvement
					Mediation/conflict resolution including peer mediation
					Counselling (in-school or referral to out-of-school professional)
					Police involvement (no charges)
					Criminal charges
					Service to school (e.g. garbage pick-up)
					Reminder/reprimand
					Detention(s)
					Suspension (in school)
					Suspension (out of school more than 5 days)
					Suspension (out of school 5 days or fewer)
					Other (please specify

APPENDIX B

Confirmation Letter to Parents

School letterhead

Dear Mr. and Mrs. (Last name)

Re: (Student name) Grade Date of Birth

This letter is to confirm our conversation that *** is suspended from *** School for three (3) days in accordance with **School Board Policy #7200: Suspension of Students**. *** is suspended for disrespectful behavior.

This suspension is in effect from ***dates. Before *** returns to school we need to have a meeting with you and **** to develop a behavior plan for****. We are available ***(date)

Students and/or parents have the right to appeal decisions of school district employees where such decisions significantly affect the health, education or safety of the student according to **Board Bylaw #21: Student Appeals**. Upon your request, we will provide you with specific information regarding the appeal process. Please feel free to examine the Fraser Cascade School District website for details regarding the appeal process (<http://www.sd78.bc.ca>).

It is ***** responsibility to make up work missed during the suspension. The school will support by providing assignments to be completed at home. We encourage **** to communicate with her teachers or administration through email. is not to be on school property during her suspension. She can make arrangements to pick up work after 3:30 pm on school days. All teacher email addresses are available on the school website *** All work must be completed to the satisfaction of her teachers.

Should you have any questions regarding this situation, please contact me. Parental involvement and support is paramount in helping young people to develop those qualities that will lead to success in school and the world of work. I thank you for your understanding and cooperation. It is our hope at *** (school) that **** takes this opportunity to consider the importance of her own positive contribution to the learning environment and culture of our school.

Yours truly,

(School-based administrator)

cc Superintendent
 School Counsellor
 Student file

APPENDIX C**STUDENT SUSPENSIONS****COMPOSITION OF DISTRICT STUDENT SUPPORT COMMITTEE**

The District Student Support Committee will consist of:

1. Assistant Superintendent, or designate
2. Principal or Vice Principal
3. School Counsellor and/or teacher(s)
4. Parents/Guardians
5. Student (if appropriate)

FUNCTION OF THE DISTRICT STUDENT SUPPORT COMMITTEE

It will be the function of the District Student Support Committee to:

1. Review suspensions exceeding ten (10) days;
2. Review cases of multiple suspensions per student;
3. Provide strategies, interventions, and possible aftermath placement;
4. To ensure student success and consistent attendance in Fraser Cascade.

APPENDIX D

**DISTRICT STUDENT SUPPORT COMMITTEE REPORT
AND RECOMMENDATIONS (to be sent to the Superintendent)**

Student Information:

School:	Grade:	Birth date:
Student Name:	Gender:	Indigenous Student: YES NO
Parent/Guardian:	Phone Home: Work:	Band Name:
Address:		Social Service Agency:
Academic History:		First Nations Support Worker:

Participants in Attendance

Social/Behavioural History

Intervention: Behaviour Strategies/Placement

Behaviour/Discipline History:

Date	Presenting Behaviour	Discipline Action Taken

Concerns To Be Addressed:

Objectives Of Meeting:

Outcome(s) Of Meeting:

Person Responsible/Date of Implementation:
