

STUDENT SUSPENSION AND EXPULSION

Background

Suspension and expulsion of students are serious consequences that school leaders can use in order to encourage student self-discipline and responsible behaviour as well as to ensure a welcoming, caring, safe and respectful school environment for students and staff. With expectations of cultivating and contributing to a safe, caring and welcoming culture, the Division may in some circumstances, suspend or expel a student to ensure the safety of students and staff and maintain a climate and culture where all students can succeed.

As required by Alberta Education, all schools develop a Code of Conduct that addresses respect, harassment, discrimination, and bullying, along with possible interventions and consequences as outlined in a Progressive Discipline Continuum. Responsibility of students, staff, and parents are outlined in the School Code of Conduct which is reviewed, evaluated and communicated to students, parents and staff annually including on the school's website. The school's Code of Conduct should also be submitted to the Assistant Superintendent of Learning Services by September 15 of every school year.

The Board has delegated its responsibility for expulsions under Section 25 of the Education Act to the Board's Student Expulsion Committee.

Principals are responsible to the Assistant Superintendent, Learning Services for the administration of this administrative procedure.

Procedures

1. Behaviour that may lead to Suspensions and/or Recommendations for Expulsion

The Principal may suspend or recommend expulsion of any student whose behaviour is significantly and/or repeatedly inconsistent with the *Student Code of Conduct* ([AP350 – Student Code of Conduct](#)) and legislation. Student behavior warranting a suspension can be the result of one significant event or repeated events that contravene the Code of Conduct.

2. Suspension

2.1 Principals may suspend a student from school, from participating in school activities and/or from riding a school bus. The suspension may be in school, out of school or a combination thereof.

3. Suspension of Five (5) School Days or Less

3.1 This suspension is one in which the student is suspended for a specific number of days and reinstated by the Principal within five (5) school days of the date of suspension.

4. Suspension Procedures

- 4.1 In circumstances where the Principal is considering a suspension, the Principal will:
 - 4.1.1 Explain to the student the cause(s) for contemplating suspension;
 - 4.1.2 Decide what action, and/or intervention will be taken;
 - 4.1.3 Document a summary of the meeting.
 - 4.1.4 If requested, provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the decision to move to student suspension.
- 4.2 Forthwith inform the student's parent of the suspension. Parents will be notified of suspensions by telephone, normally on the day of the event precipitating the suspension. Parents of independent students who have declared that they are independent students and are 16 years or older will not be notified of the suspension. Grades K to 9 students will only be sent home during the day when arrangements have been made with parents. Parents will receive a letter confirming a suspension and its causes, copies of which shall be provided to the Assistant Superintendent, Learning Services. This letter shall be issued in a timely fashion, normally within a day or two of the event precipitating the suspension.
- 4.3 A suspended student cannot attend classes, school activities, loiter or trespass in school buildings or on Foothills School Division property.
- 4.4 During a suspension, the school from which the student is suspended will continue to provide access to learning and will share this learning plan with the student and the parents.

5. Re-admittance

- 5.1 When the student returns to school at the conclusion of the suspension, normally an interview involving the Principal or designate, the student, and if the student is not an independent student, the student's parent(s).
- 5.2 The purpose of the interview is to clarify expectations for student behaviour and to identify appropriate supports to help facilitate student success.
- 5.3 In cases involving alcohol or drugs, it is recommended that students be advised to arrange a counseling appointment with Alberta Health Services.

6. Suspension with a Recommendation for Expulsion

- 6.1 This suspension is one in which the student is suspended and not reinstated by the Principal within five (5) school days of the date of suspension. Such a suspension requires a recommendation for expulsion as governed by Section 37 of the Education Act.
- 6.2 The Principal shall immediately report in writing all the circumstances of the suspension to the Assistant Superintendent, Learning Services, the student's parents, and the student where the student is sixteen (16) years of age or older, together with recommendations for expulsion.
- 6.3 Upon receipt of a recommendation for expulsion, the Assistant Superintendent, Learning Services will:
 - 6.1.1 Immediately establish a Student Expulsion Committee;

- 6.1.2 Arrange a meeting of the Committee in accordance with the requirements of the Education Act;
 - 6.1.3 Advise the parent and the Principal of the date, time and location of the meeting of the Student Expulsion Committee.
- 7. Student Expulsion Committee Authority and Procedures
 - 7.1 The Student Expulsion Committee is made up of three (3) trustees, at least one (1) of whom must be the Chair or Vice-Chair.
 - 7.2 The time-lines for convening a hearing of a Student Expulsion Committee will be consistent with those prescribed in the Education Act. A hearing must be held within ten (10) school days from the first day of suspension.
- 8. Principal's Report to the Student Expulsion Committee
 - 8.1 In the event of a recommendation for expulsion, the Principal shall provide the reports listed below. These reports will contain all the relevant information regarding the Principal's recommendation, including:
 - 8.1.1 An anecdotal report of the incident or incidents leading to the suspension;
 - 8.1.2 An anecdotal report of discipline referrals, interventions and behavioural strategies for the student from school administration in the current school year.
 - 8.1.3 Any other information the Assistant Superintendent, Learning Services may request or the Principal may deem relevant.
- 9. Parent Documentation for the Student Expulsion Committee
 - 9.1 Parents shall be provided the opportunity to present documentation relative to the suspension for the consideration of the Student Expulsion Committee.
- 10. Student Expulsion Committee Hearing
 - 10.1 The hearing, decision-making and communications procedures for the Committee are as detailed in [Board Policy 11 – Appeals and Hearings Regarding Student Matters](#).

Reference: Relevant Legislation & Guidelines