

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

POLICY IGD –Student Suspension/Expulsion

The Board recognizes that a satisfactory climate for learning is dependent upon students' adherence to rules and regulations as set out in Section 12 of the School Act. The Board recognizes the principle that teachers stand "in loco parentis" and must be empowered to enforce rules and regulations established by the Board and the school staff.

The suspension or expulsion of a student is to be invoked when other measures have proven to be ineffective or when the seriousness of the offense warrants such actions.

The Board delegates to its Student Matters Committee the responsibility for acting on its behalf in relation to a hearing relating to suspension or expulsion of students. This delegation is effected pursuant to Section 61-(1) (b) of the School Act and the Student Matters Committee will carry out the responsibilities that would otherwise be required to be carried out by the full Board, pursuant to Section 25, Subsections (1) through (4) inclusive of the School Act.

GUIDELINES & PROCEDURES

1. The following shall be considered as adequate grounds for suspension:
 - a) open opposition to authority;
 - b) willful disobedience;
 - c) willful damage to property;
 - d) willful injury to others;
 - e) habitual neglect of duty;
 - f) contravention of bus regulations;
 - g) consumption, possession or trafficking of alcoholic beverages or illegal drugs while under the supervision of the school; appearing at school or school-sponsored activities while giving evidence of having recently consumed alcoholic beverages or illegal drugs.
 - h) for any other reason the teacher, the principal or the board, as the case may be, considers appropriate.
2. Any suspension of a student from an entire class period shall be reported to the Principal, along with the reason for the suspension.
3. In all cases of suspension of five (5) or less full days, the Principal shall inform the Superintendent or designate in writing of the details of the suspension. In cases where students are demonstrating escalating behaviour issues that may lead to an

expulsion, parent should be notified of the possibility of an expulsion and this notification should be documented by the school.

4. In all cases of recommended suspension of more than five (5) days, the Principal shall notify the Superintendent or designate in writing. The Superintendent will in turn provide the information received from the principal to the Student Matters Committee forthwith.
5. For suspensions exceeding five (5) days these regulations shall ensure that:
 - a) such cases are dealt with as quickly as possible;
 - b) the student and his/her parent(s)/guardian(s) are protected against arbitrary decisions at any level;
 - c) the student and his/her parent(s)/guardian(s) are informed of their right of final appeal to the Student Matters Committee of the Board; and
 - d) the student and his/her parent(s)/guardian(s) are informed that they may request the Minister of Education to review right the decision of the Student Matters Committee
6. The Director of Transportation shall be advised of the suspension of students who are bus riders.
7. To assure that any appeal or review procedure does not result in any unnecessary delays, the Student Matters Committee of the Board shall consider cases referred to it within the time frame established under the School Act which requires that a student either be reinstated or expelled within ten (10) school days from the first date of the student's suspension.
8. The Student Matters Committee shall consist of the three (3) trustees appointed by the Board. In the event that any one trustee is unable to attend on the date of the suspension hearing, the chairperson shall appoint a replacement.
9. Where a student meets the definition of independent student as cited in the School Act, all correspondence normally directed to the parent or guardian shall be directed to the student.

The Principal may suspend a student from school or from traveling on a school bus or both, using the following procedures:

10. Contact with the parent(s)/guardian(s) shall take place at the time of the suspension decision or as quickly as possible thereafter.
11. When a Principal suspends a student, he/she shall immediately report in writing such a suspension to the student's parents, unless the student is an independent student, the student and the Superintendent or designate specifying the following:
 - a) the date of the commencement of the suspension;
 - b) the reason(s) for the suspension;

- c) the time of reinstatement of the student if the duration is five (5) school days or less;
 - d) For suspensions exceeding 5 days advise parents regarding alternatives they may pursue.
12. When the student is not to be reinstated within five (5) school days, the Principal shall provide the Superintendent or designate with a detailed report on all circumstances of the suspension along with a written recommendation regarding the expulsion of the student.
- The Superintendent or designate shall inform the parent(s)/guardian(s) of the date, time and place set for a hearing and request information from them as to whether or not they intend to appear and make representation.
13. The Student Matters Committee shall adhere to the following procedure:
- a) Attending the Student Matters Committee meeting will be the Committee, the Superintendent or designate, the School Principal and the parent(s)/guardian(s) and the student, should they wish to make representation. The parents/guardians may choose to bring an additional representative.
 - b) All documentation made available to the Student Matters Committee shall also be made available to the parent(s)/guardian(s).
 - c) The Chairperson or designated Trustee of the Board shall chair the meeting.
 - d) The cause of suspension and related communication will be reviewed with the parent(s)/guardian(s) and the student who shall have an opportunity to speak to the circumstances of the suspension.
 - e) The Committee, the Superintendent or designate, the student the parent(s)/guardian(s) and the Principal may ask questions and discuss the matter with the parties at the meeting.
 - f) A recorder will take minutes of the procedure, noting the order in which representatives speak.
14. Immediately following the meeting, all parties in attendance will be dismissed. The Committee shall adjourn and hold an in-camera meeting in order to reach its decision
15. The Student Matters Committee may:
- a) Expel a student from any or all schools of the Board and indicate to the student if and when the student will be allowed to apply for readmission to Board schools.
 - b) Reinstate the student and impose conditions respecting the reinstatement.
16. The Superintendent or designate shall convey the decision and rationale of the Committee by telephone, where possible, and in writing to the parents(s)/guardian(s), except for an independent student, and the School Principal.

17. The Superintendent or designate shall advise the parents and/or student of their right of appeal to the Minister.

REFERENCES

Cross References: links to

[Policy BCE – Exhibit 1 – Board Committees](#)

[Policy IFA – Appeals Concerning Student Matters](#)

[Policy IE - Student Attendance](#)

[Policy IFCI - Drug and Alcohol Use by Student](#)

[Policy IFC - Student Conduct](#)

Legal Reference: School Act RSA 2000 Section 1, 12, 25, 61

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