



## **RATIONALE:**

When students violate the district/school code of conduct, school suspensions need to be enacted in a thorough, fair, and consistent manner.

It is expected that disciplinary responses, whenever possible, will be preventative and restorative rather than punitive, and school/district resources will be accessed as required.

## **PROCEDURES:**

- 1.1. Principals shall ensure that all student suspensions will be documented in the Provincial Student Information System.
  - 1.2. Principals/Vice Principals are expected to contact the parent(s)/guardian(s), as soon as possible, verbally, and later in writing, of any suspension from school attendance or any school activity. When a parent(s)/guardian(s) is not immediately available, reasonable effort must be made to inform the parent(s)/guardian(s) as soon as possible. If the parent(s)/guardian(s) or emergency contact person cannot be reached, the student will be kept at school until the end of the regular school day.
  - 1.3. If the suspension duration is more than five (5) days a Review will be convened by Superintendent or designate.
  - 1.4. Principals shall ensure that the district letter template is used for student suspensions, and a copy of that letter will be sent to the parent/guardian. The letter will also be copied to the Superintendent and, if appropriate, the District Principal of Indigenous Education and/or the Director of Inclusive Education.
  - 1.5. During the period of suspension, the school shall make an educational program available to the student.
  - 1.6. If the student is a bussing student, the suspending administrator will inform the Assistant Manager of Transportation.
  - 1.7. For students in kindergarten through to grade 6 multi-day suspensions shall not be considered without consulting with the Superintendent's office.
  - 1.8. In cases where suspensions more than five days are being considered for a student with identified special needs, the principal shall consult with the Superintendent or designate. In some cases, an extended absence from school may be required to fully develop or review an Individual Education Plan/Student Learning Plan and/or Safety Plan.
2. Student suspensions more than five (5) school days.  
The purpose of the Review is to:
    - 2.1 Examine the process to ensure that it was completed in a thorough, fair, and consistent manner.



- 2.2 Examine the student's readmission to school.
- 2.3 Determine the conditions under which the return will take place.
- 2.4 The Review may invite oral submissions from school staff, parents/guardian(s) and the student.
- 2.5 The parents/guardian may choose to be accompanied by a support person(s) of their choice at the Board of Review hearing.
- 2.6 A letter will be sent to the parents/guardians following the review process. In this letter, parents/guardians will be informed of their right to appeal the decision of the Review Committee.

**Reference:**

Section 6, 26, 85 of the School Act

SD #27, Policy 320

[Focus on Suspension](#)

[Provincial Standards for Codes of Conduct Order](#)