

## SUSPENSION OF STUDENTS

When a Principal decides that a student suspension is necessary, the pupil's parents/guardians must be informed immediately and the Superintendent or designate must be informed of the name of the pupil, the period of suspension, and the acts or conduct for which the pupil was suspended. The suspension report must be provided on-line within five school days of the start of the suspension.

When a Principal requests that a suspension exceed the five day limit, the Principal should be prepared to submit to the Superintendent documentation relating to the behaviour of the pupil being suspended. This documentation should include:

- the specific instance(s) of misbehaviour;
- action taken by the school in each instance; and
- a copy of the Principal's letter sent to the parents/guardians informing them of the suspension.

When a Principal decides that a student should be suspended, it is recommended that the following procedure take place:

- the parents shall be notified by telephone immediately followed up by a letter;
- the student and his/her parents/guardians should be given the opportunity for a conference soon after notification of the suspension (intake meeting),
- a student who is eighteen years of age or over should be given an opportunity to have a conference with the Principal and his/her parent, if the student has given permission for such conference soon after notification of the suspension; and
- for suspensions greater than five (5) days, the school shall provide work for the student to complete while on suspension.

Whenever a student is involved in a high risk behaviour resulting in an immediate five (5) day suspension, the circumstances shall be reviewed and further action taken to insure the safety of all

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students and staff in accordance with the provisions of the Division's Standard of Behaviour – Long Term Suspension and Expulsion.

All student suspensions shall be recorded and filed using JKD-E, Student Suspension Form within five school days of the start of the suspension.

The Superintendent shall report all student suspensions to the Board on a regular basis.

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