
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	IGD
Policy Title:	SUSPENSION AND EXPULSION OF STUDENTS
Cross Reference:	JHF
Legal Reference:	<i>Education Act S. 31, 33, 36, 37</i>
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POLICY

THE BOARD OF TRUSTEES OF THE HORIZON SCHOOL DIVISION RECOGNIZES THAT IN CIRCUMSTANCES WHERE STUDENTS HAVE FAILED TO COMPLY WITH THEIR RESPONSIBILITIES AS OUTLINED IN SECTION 31 OF THE EDUCATION ACT, THE CODE OF CONDUCT ESTABLISHED UNDER SECTION 33 OF THE EDUCATION ACT, OR WHERE THE STUDENT'S CONDUCT, WHETHER OR NOT THE CONDUCT OCCURS WITHIN THE SCHOOL BUILDING OR DURING THE SCHOOL DAY, IS INJURIOUS TO THE PHYSICAL OR MENTAL WELL-BEING OF OTHERS IN THE SCHOOL, A STUDENT MAY HAVE TO BE SUSPENDED OR EXPELLED FROM SCHOOL.

DEFINITIONS

Suspension – A temporary prohibition from: attending a class or school, accessing transportation provided by the school division, or partaking in any school-related activity.

Expulsion – The prohibition from: attending a class or school, accessing transportation provided by the school division, or partaking in any school-related activity for the duration of the semester, school year or beyond the school year.

Regulations

1. Suspensions should be handled at the school level and may not exceed 5 school days, except in accordance with the recommendation for expulsion made by the principal
2. A teacher may suspend a student for one class period.
 - 2.1. A teacher who suspends a student from the remainder of a class, or the next regular class must inform the student of:
 - 2.1.1. the reasons for which the suspension is being considered
 - 2.1.2. the formal disciplinary nature of the suspension,
 - 2.2. A teacher who suspends a student from the remainder of a class, or the next regular class must:
 - 2.2.1. provide the student with an opportunity to offer an explanation,
 - 2.2.2. report the suspension to the school administration immediately,
 - 2.2.3. direct the student to the office,
 - 2.2.4. ensure that work is provided to the student from the class(es) that will be missed, and
 - 2.2.5. ensure that any supervision required for the student during the actual suspension is arranged;

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3. A Principal may suspend a student from:
 - 3.1. One or more class periods;
 - 3.2. One or more courses or education programs;
 - 3.3. School;
 - 3.4. transportation provided by the school jurisdiction; or
 - 3.5. Any school-related activity.
4. A Principal may reinstate a student suspended by him/her or a teacher.
5. In dealing with suspensions the Principal and the Board are to respect an Independent Student's status and the consideration given to a student 16 years of age and older.
6. When a student is suspended by the principal, the Principal shall:
 - 6.1. Forthwith notify the student's parent(s) or guardian(s), preferably by telephone, of the suspension;
 - 6.2. Report in writing to the student's parent(s) or guardian(s), all the circumstances respecting the suspension; and
 - 6.3. If requested, provide an opportunity to meet with the student's parent(s) or guardian(s) and the student if the student is 16 years of age or older, to discuss the suspension.
7. The student is responsible for completing the school work provided during a suspension.
8. If a student is suspended in accordance with section 36 of the Education Act, the principal may recommend, prior to the end of the student's suspension, that the board expel the student if:
 - 8.1. The student has displayed an attitude of willful, blatant and repeated refusal to comply with Section 31 of the Education Act,
 - 8.2. The student has displayed an attitude of willful, blatant and repeated refusal to comply with the code of conduct established under Section 33 of the Education Act,
 - 8.3. The student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
 - 8.4. The student has distributed an intimate image of another person especially when knowing that the person depicted in the image did not consent to the distribution, or being reckless as to whether or not that person consented to the distribution.
9. If the principal recommends expulsion, the principal shall forthwith notify the parent(s) or guardian(s) of the student and the Superintendent by telephone and shall immediately report in writing all the circumstances respecting the suspension and the principal's recommendation for expulsion to the Superintendent, with copies sent to the parents.

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10. When the Principal makes a recommendation to expel a student the student remains suspended until the Board has made a decision.
11. When a recommendation to expel a student comes to the Board, the Board’s expulsion committee, shall within 10 school days after the initial date of the suspension, make a decision
 - 11.1. to return the student to school, class, a course or courses, transportation provided by the jurisdiction, or a school-related activity, or
 - 11.2. to expel the student.
12. If a student is expelled, the expulsion takes effect immediately following the Board’s expulsion committee decision
13. The board’s expulsion committee may establish rules or conditions for an expelled student respecting the circumstances in which the student may be enrolled in the same or a different education program.
14. An expulsion or any rule or condition established by the board’s expulsion committee may apply to a student beyond the school year in which the student was expelled.
15. When a student is expelled, the board shall immediately notify, in writing, the student’s parent(s) or guardian(s), and the student if the student is 16 years of age or older,
 - 15.1. of the expulsion and any rules or conditions that apply to the student, and
 - 15.2. of the right to request a review of the Board’s decision by the Minister of Education.
16. When a student is expelled, the board shall
 - 16.1. ensure that the student is provided with a supervised education program consistent with the requirements of this Act and the regulations,
 - 16.2. ensure that the student is provided with specialized supports and services in accordance with the Education Act, and
 - 16.3. make all reasonable efforts to ensure the attendance of the student in accordance with the Education Act.
17. Suspension with Referral to a recommendation for expulsion to the Board.
 - 17.1. If a suspension is to extend beyond four days, the principal shall advise the superintendent immediately since an expulsion hearing must be convened within ten school days from the first day of the suspension.
 - 17.2. An Expulsion Committee empowered to act on behalf of the Board, shall, within 10 school days from the first day of suspension, conduct a hearing into the case. At that time, a decision will be made to reinstate or to expel the student from school, permit enrolment in another school/program or expel the student from the system.

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17.3. The Board Expulsion Committee shall consist of two Trustees, and a school administrator. A recording secretary will take minutes.

17.4. The procedure to be used at the Expulsion Committee hearing shall be as follows:

17.4.1. The Superintendent or designate shall act as chairperson for the hearing.

17.4.2. The principal or designate shall give a report as to why the student was suspended and give additional information regarding the student’s attendance, performance at school, corrective interventions and other pertinent records and reports.

17.4.3. The student and parents shall be permitted to make a statement regarding the suspension.

17.4.4. The Expulsion Committee may request additional information from the student, parents, principal and/or resource personnel.

17.4.5. Consideration to possible alternative educational program(s) and rules of reinstatement will be discussed with all parties at the time of the Hearing.

17.4.6. The Expulsion Committee, without the student’s principal or designate, parents/guardian or student present, shall decide to reinstate or to expel the student from school, permit enrolment in another school/program, or expel the student from the system.

17.4.7. The Expulsion Committee’s decision and conditions of reinstatement shall be communicated to the parents of the student by telephone and confirmed by letter. Copies of the letter shall be sent to the principal of the school that the student attends. If the student is expelled, the letter shall indicate to the parent and, in the case of a student who is 16 years of age or older, the student, of their right to have the matter reviewed by the Minister of Education.

17.5. The decision of the committee shall be reported to the Board at its next regular meeting

18. SUSPENSION/EXPULSION LETTER (see Attachment 1 for template) – GUIDELINES

18.1. The principal shall ensure that the suspension letter is delivered to the parent(s) or guardian(s) of the student by any one of the following methods:

18.1.1. In the case of a suspension of five days or less, regular mail service or email or hand delivery via the student provided verbal contact with the parent has already been made.

18.1.2. In the case of a suspension with a recommendation for expulsion to the Board, regular or registered mail service, courier, or hand delivery.

18.2. The following items shall appear in all suspension letters:

18.2.1. The student’s name and grade level;

18.2.2. That the student is being suspended according to the Education Act and according to the suspension policy and procedures of the Board;

18.2.3. The specific number of days that the student is being suspended, including the appropriate dates;

18.2.4. Reference to the specific rule or policy when applicable;

18.2.5. Specific details of the incident leading to suspension;

18.2.6. Reference to further disciplinary consequences if this specific or other misbehavior occurs again;

18.2.7. A statement identifying the arrangements for, or conditions of reinstatement;

18.2.8. That the student under suspension shall not frequent any District school or grounds, or ride school buses;

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- 18.2.9. The title or designation of individuals who are receiving copies of the letter;
- 18.2.10. A school contact person and phone number should the parent or student require further information regarding the suspension;

18.3. The following items shall appear in all suspension letters with a recommendation for expulsion to the Board:

- 18.3.1. The student’s name and grade level
- 18.3.2. That the student is being suspended according to the Education Act, and according to the suspension policy and procedures of the Board.
- 18.3.3. That the suspension is with a recommendation for expulsion to the Board;
- 18.3.4. That the Board has the authority to reinstate or expel the student from the school, permit enrolment in another school/program or expel the student from all schools in the system;
- 18.3.5. Reference to the specific school rule or policy when applicable;
- 18.3.6. Specific details of the incident(s) leading to suspension and the principal’s recommendation;
- 18.3.7. That the student under suspension shall not frequent any District schools or grounds, or ride school buses;
- 18.3.8. A school contact person and phone number should the parent or student require further information regarding the suspension



[Date]

Mr. and Mrs. _____
[Address]

Dear Mr. and Mrs. _____:

This is to advise you that pursuant to the provisions of Section 36 the Education Act of Alberta and Horizon Policy IGD established by the Board of Trustees for Horizon School Division, your _____ [son, daughter, ward], _____ [name], age _____ years, a student in Grade _____ at _____ School was placed under suspension for
[Use the appropriate statement below]

- Willful, blatant and repeated refusal to comply with Section 31 of the Education Act;
- Willful, blatant and repeated refusal to comply with the code of conduct established under Section 33 of the Education Act; or
- Conduct, whether or not the conduct occurred within the school building or during the school day, injurious to the physical and/or mental well-being of others in the school.

[include specific school polices that have been violated]

The details of the incident include:

[here describe in detail the offence(s) leading to the suspension/recommendation for expulsion]

Specifically, _____ [name] has been suspended for _____ days effective _____ [date].

[Use the appropriate statement below]

1. _____ [name] will be reinstated by _____ [date]. Should you wish to discuss this matter, please arrange for an appointment with my office at your earliest possible convenience [insert phone number]. Please note that further disciplinary consequences up to and including expulsion may occur if this specific or other misbehaviour occurs again.
2. _____ [name] will be reinstated by _____ [date] or such earlier date as may be mutually agreed upon when one or both of you visit my office to discuss arrangements for, or conditions of reinstatement. Please note that further disciplinary consequences up to and including expulsion may occur if this specific or other misbehaviour occurs again.
3. Pursuant to Section 37 of the Education Act, I have recommended that the Board expel _____ [name] from _____ School. This request will be heard and ruled on by the Board's Expulsion Committee. The Boards Expulsion Committee has the authority to reinstate or expel _____ [name] from school, permit enrolment in another school/program or expel _____ [name] from all schools in the system.

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The Superintendent will be in contact as to the date, time and place of the hearing to which you and your child will be requested to attend. Please note that you have the right to make a representation to the expulsion committee with respect to the recommendation to expel _____ [name]. The suspension remains in effect until the Board’s Expulsion Committee has made a decision. Furthermore, you may request in writing that the Minister review the decision of the expulsion committee.

While suspended _____ [name] shall not frequent any Jurisdiction Schools or grounds, or ride the school buses.

Yours truly,

School Principal

cc. [include who copy is sent to, including cum file]