



## Rationale

Students who do not conform to the student code of conduct that may negatively affect the educational, safety and well-being of a school's learning environment. The CISKD Board of Directors grants the school Principal the authority to withdraw a student's privilege of attending a class, school or riding the bus for failure to comply with the rules.

## Definitions

**Day:** refers to the day schools are in session.

**A decision that is deemed to significantly affect the education, health or safety of a student is:**

- a. disciplinary suspension from school for a period in excess of five (5) consecutive days
- b. suspension from school for a health condition
- c. grade promotion or graduation
- d. any other decision that significantly impacts the present or future educational program of the student.

**Expulsion** means to remove a student indefinitely from:

- a. one or more courses or education programs
- b. one or more schools
- c. riding a school bus
- d. participating in an activity sponsored or approved by a school or by the CISKD Board or Directors

**Indefinite Suspension** means to remove a student for an indefinite period of time and may lead to an expulsion.

**Hearing** refers to an in-camera meeting to address an appeal or request for reinstatement.

**Natural justice** includes the principles of procedural fairness and ensuring a fair decision is reached by an objective decision maker.

**Procedural fairness** refers to fair and proper procedures being used when making a decision (right to be heard and unbiased decision-maker).

**Suspension** means to remove a student for a specified period of time, from one or more of the following:

- one or more class periods, courses or education programs;
- school
- riding in the school bus
- participating in an activity sponsored or approved by a school or by the CISKD Board of Directors



**Witness** means a person with first-hand knowledge of the event leading to a suspension, indefinite suspension and/or recommendation for expulsion.

## Policy

The Board of Directors accepts the use of student suspensions as a disciplinary measure designed to encourage students to demonstrate self-discipline and appropriate behaviour.

The Board of Directors accepts the use of expulsion where the continued presence of a student in a school will affect the safety of staff or students or the quality of the learning environment.

## Procedure

1. The Superintendent shall ensure that regulations are in place for the reporting, investigation and disposition of all cases of suspension and expulsion of a student from class or from school. These procedures shall ensure that:
  - a. Appropriate deadlines are followed; that is, such cases must be addressed within a 7-day time frame.
  - b. The student and his/her parents or guardian(s) are informed of their right of appeal (see Policy 308) when the suspension, indefinite suspensions and/or expulsion significantly affects the education or health or safety of the student. The following decisions shall be deemed to significantly affect the student:
    - i. Disciplinary suspensions from school for a period in excess of five (5) consecutive days
    - ii. Expulsion
  - c. School officials shall follow the principles of procedural fairness and natural justice.
2. Expulsion may be used when:
  - a. It is deemed that other means of corrective action including consultation with parents, counseling, and suspensions have failed to achieve orderly and appropriate student behaviour; or
  - b. The student's continued presence in the school is deemed to threaten or disrupt the orderly functioning of the school or the student's presence is deemed to be a danger to persons or property.
  - c. Notwithstanding the above, the seriousness of the misbehavior may warrant immediate indefinite suspension and recommendation to the Superintendent for expulsion on the first offense.
  - d. Expulsion procedures must ensure that the principles of procedural fairness and natural justice and due process are followed including a right to appeal to the Superintendent and then if not satisfied, to the CISKD Board of Directors and if still unresolved to the Ombudsperson for Catholic Independent Schools of BC.

### A. In-School Suspension initiated by a teacher:

1. A teacher may suspend a student from a class subject to the following procedures:
  - i. The teacher immediately notifies the Principal of the suspension.



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- ii. The teacher informs the student about the suspension, its consequences and the reason the suspension.
  - iii. The student is given an opportunity to offer an explanation for his/her action.
  - iv. The teacher directs the student to the Principal to remain under the supervision of the school until the student's normal class dismissal time.
  - v. The teacher reports all of the circumstances surrounding the suspension to the Principal, in writing.
  - vi. The teacher informs the parents or guardian(s) of the student by telephone of the suspension and the circumstances surrounding it as soon as possible.
2. The Principal, in consultation with relevant teachers and parents or guardian(s), may follow one of the following courses of action:
  - i. Reinstate the student
  - ii. Conditionally reinstate the student
  - iii. Suspend the student from one or more classes for a certain term
  - iv. Suspend the student from school for a certain term; or
  - v. 2Recommend to the Superintendent the expulsion of the student.

#### **B. Suspension initiated by the Principal**

1. The Principal may suspend a student from:
  - i. One or more class periods
  - ii. One or more courses or school programs
  - iii. school
  - iv. Riding on a school bus; or
  - v. Participating in an activity sponsored or approved by the school or by the CISKD Board of Directors.
2. The following procedures apply:
  - i. The Principal will confer with affected staff to gather information about the student's misbehaviour.
  - ii. The Principal will inform the student about the proposed suspension, its consequences and the reason the suspension is being considered.
  - iii. The student will be given an opportunity to offer an explanation for his/her behaviour.
  - iv. If a suspension is warranted, the Principal will inform the student of the reason for the suspension and length of the suspension.
  - v. The Principal shall inform the parents or guardian(s) of the student by telephone, of the reasons and length of suspension. The CISKD Board of Directors supports and recognizes the right of the parents or guardians to appeal a decision of the Principal and/or the Superintendent if it significantly affects the education, health or safety of the student (see Policy 308). The following decisions shall be deemed to significantly affect the student:
    - a. Disciplinary suspensions from school for a period of five (5) consecutive days
    - b. Expulsion.
  - vi. For repeat offenses, or in a situation when a student has been suspended on two or more occasions, for the same or unrelated actions in the same school year, the Principal will review the student's record and, in consultation with the



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teacher(s), other resources persons (e.g. counsellor), the parents or guardian(s), determine a course of action which could include, but not be limited to:

- a. behavior management contract
- b. counselling program
- c. outline of future consequences of behaviour
- d. expulsion

#### **C. Indefinite Suspension and/or Recommendation for Expulsion**

1. When the student's misbehaviour or history of misbehaviour is serious, the Principal may suspend the student indefinitely and/or recommend expulsion of the student.
2. When a principal indefinitely suspends and/or recommends expulsion of the student, the following procedures will be adhered to:
  - a. The Principal shall inform the parents or guardian(s) and the Superintendent. The Principal shall immediately report in writing all the circumstances of the indefinite suspension and/or recommendation for expulsion to the parents or guardian(s) with a copy to the Superintendent.
  - b. Pending a request for reinstatement from the student's parents or guardian(s), the Board of Directors, within seven (7) days from the first day of the indefinite suspension/recommendation for expulsion will form a sub-committee to conduct a "hearing" into the case and render a decision to either reinstate and/or expel the student from school.

Refer to Policy 308 (Step 3b) on Major Complaints and Appeals from Students and Their Parents to request reinstatement by completing an Application for Reinstatement Form.

International students and their families do not have the right to appeal an indefinite suspension of expulsion.

#### **REFERENCE**

*"Procedural Fairness, Best Practice Guidelines for Independent Schools", Federation of Independent Schools Association of British Columbia (FISA)*

*BC Safe Schools*

*Erase Bullying website*

*Policy 503 – Code of Conduct*

*Policy 306 - Dealing with Major Complaints and Appeals*

*Policy 315 – Use of Tobacco and Vapor Products*

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