

Fort McMurray Catholic Schools

Operating Policies and Procedures

OP 341 - Student Suspension and Expulsion

Policy

Students who do not conform to the student code of conduct may be denied the privilege of attending a class, school or riding a bus. Student suspensions are designed to encourage students to demonstrate self-discipline and appropriate behavior. Student expulsions will be considered where the continued presence of a student in a school will seriously affect the safety of staff or students or the quality of the learning environment.

Suspensions

The principal and the teachers of a school shall ensure that they are familiar with sections 24 and 25 of the School Act, which provide the legislated framework for suspensions and expulsions of students.

Procedures

Suspension From a Class Period

A teacher may suspend a student from a class period subject to the following:

1. The teacher immediately notifies the principal of the suspension.
2. The teacher informs the student of the suspension, its consequences and the reason it is being considered.
3. The student is given an opportunity to offer an explanation for his/her action.
4. The teacher directs the student to the principal to remain under the supervision of the school until the student's normal class dismissal time.
5. The teacher reports all of the circumstances surrounding the suspension to the principal in writing.
6. The teacher informs the parents of the student by telephone of the suspension and the circumstances surrounding it as soon as possible.
7. The teacher recommends follow-up designed to resolve the problem which led to the suspension.

Suspension From Class, School, School Bus and School-Related Activities

A principal may suspend a student from one or more class periods, one or more courses or school programs, school, a school bus, or participating in a school sponsored activity subject to the following:

1. The principal will confer with affected staff members to gather information about the student's misbehavior.
2. The principal will inform the student about the proposed suspension, its consequences and the reason the suspension is being considered.
3. The student will be given an opportunity to offer an explanation for his/her behavior.
4. If a suspension is warranted, the principal will inform the student of the reason for the suspension and the length of the suspension.
5. The principal shall inform the parent by telephone of the suspension and immediately report in writing to the parent all the circumstances surrounding the suspension, reasons for and the length of with a copy provided to the Superintendent.
6. The principal shall, if requested, provide an opportunity to meet with the parents, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
7. A principal may reinstate a student that has been suspended.
8. 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 term or school year, the principal may request the Superintendent to convene a Student Conduct Panel to review the student record and consult with the parent, teacher, the principal, the counsellor and the student on matters of student conduct. The panel may recommend transfer to another school; placement in an out-of-District program; a designated management contract; and/or future consequence of continued behavior.

Suspension From Class, School, School Bus and School-Related Activities With Recommendations to the Board of the District

A principal may suspend a student indefinitely when the student's misbehavior or history of misbehavior is very serious subject to the following:

1. If the student is not to be reinstated within five school days of the date of the suspension, the principal shall forthwith inform the Board of the suspension and report in writing all the circumstances respecting the suspension and his/her recommendations.

2. The principal may recommend that the Board expel the student if the student has displayed an attitude of wilful, blatant and repeated refusal to comply with section 12 of the School Act or the student's conduct is injurious to the physical or mental well-being of others in the school.
3. The principal shall inform the parents, and the student if the student is 16 years of age or older, of the procedural steps to be followed in dealing with an indefinite suspension.
4. The student shall remain suspended until the Board has made a decision on whether to reinstate the student or expel the student in accordance with section 25 of the School Act.
5. The Board shall within 10 school days of the date of the suspension, conduct a hearing into the case and render a decision to either reinstate the student or expel the student from school.
6. The Board shall conduct the hearing in the following manner:
 - 6.1 The Board Chair or a designated member of the Board will chair the meeting;
 - 6.2 The principal will present documents and statements outlining the circumstances leading to the suspension and other relevant information. Information will include documented instances of inappropriate student behavior as well as administrative responses to the behavior.
 - 6.3 The student and parents will be given an opportunity to respond to the information that has been presented as well as to add any information they feel is relevant.
 - 6.4 The members of the Board may ask questions or request additional information, debate the merits of the case and make a decision to reinstate or expel the student.
7. The Board may expel a student if the principal has recommended expulsion and if the student has been offered another education program.
8. An expulsion by the Board must be for a period of more than 10 school days.
9. The Board's decision shall be communicated in writing to the parent and the student if the student is 16 years of age or older with copies being sent to the principal. If the student has been expelled, the letter will advise of the right to request a review under section 124 of the School Act.
10. The Board may re-enrol a student who has been expelled.

August 2002