

## Administrative Procedure 354

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### 354 - SUSPENSION / EXPULSION OF STUDENTS

#### Background

The Division believes that suspension or expulsion of students should only be used after other avenues to resolve the difficulty have been explored. It should be used rarely, and only after due deliberation. Schools are encouraged to develop suspension policies which incorporate in-school suspension alternatives wherever possible.

#### Procedures

1. In all matters pertaining to the suspension/expulsion of students, the provisions of Section 24 of the School Act shall be rigorously followed. Principals and teachers are expected to be fully conversant with the provisions of this section before initiating action.
2. Parents and students, 16 years of age or older, shall be advised by the Board of their right to have expulsions reviewed by the Minister of Learning [Section 25 (3)].
3. Expulsion may apply to attendance at one or more schools in the Division and involvement in any or all school related activities. The length of an expulsion is limited to the school year in which the expulsion takes place.
4. Suspensions are limited to five school days (including the initial day of suspension) without the Principal's recommendation for expulsion. (Section 24).

#### Reasons for Suspension and/or Expulsion

1. The School Act requires that all students conduct themselves so as to reasonably comply with the following code of conduct: (Section 12)
  - 1.1 Be diligent in pursuing his studies
  - 1.2 Attend school regularly and punctually [unless exempted through Section 13]
  - 1.3 Co-operate fully with everyone authorized by the board to provide education programs and other services
  - 1.4 Comply with the rules of the school
  - 1.5 Account to his teachers for his conduct
  - 1.6 Respect the rights of others
2. Failure to comply with the code of conduct may result in suspension/expulsion [Section 24].
3. Suspension and expulsion procedures may apply to student conduct at all school-related activities including, but not limited to, conduct at school sports events and conduct on school buses.

4. Fighting or other activity off school grounds that can be said to reflect back into the school or a progression of an activity originating in the school and leading to fighting or other activity off school grounds will be considered school business for the purposes of this procedure. Such actions may have a deleterious effect on the atmosphere of the school and will be dealt with accordingly.
5. Before determining whether suspension or expulsion measures are warranted, Principals are to explore the following possibilities:
  - 5.1 Support provided to correct behaviour.
  - 5.2 Measures taken to correct behaviour.
  - 5.3 Meeting with parents to discuss solutions to behaviour.
  - 5.4 Alterations in the program to meet identified needs through consultation with parents
  - 5.5 Offers to arrange for behaviour counselling.
6. In extreme cases, Principals may find it necessary to proceed directly to suspension or expulsion. In such cases, all provisions of Section 24 of the School Act are to be followed. Specifically, parents/guardians are to be informed immediately.

#### Communication Pertaining to Suspension and/or Expulsion

1. Section 24 and 25 of the School Act outlines the requirement for communication with parents pertaining to suspension and/or expulsion. All provisions of Section 24 & 25 shall be rigorously followed.
2. The following information shall be included in Student Suspension Letters
  - Full name of student
  - Alberta Education Student ID number
  - Date of birth of student
  - Date(s) of suspension (inclusive)
  - Specific action leading up to suspension
  - Date that student may return to school and any conditions that must be met upon return.
  - Consequences of suspension (i.e. cannot ride school bus, exclusion from school activities, etc.)
  - Notice that future incidents may result in recommendation for expulsion (if applicable)
  - Notice of recommendation for expulsion (if applicable)
3. Student suspension letters will be sent forthwith to the parent(s) or legal guardian(s), a copy given to the student to bring home and a copy sent to the Deputy Superintendent.

Reference: Section 12, 13, 24, 25, 60, 124, School Act  
Cross Reference: Administrative Procedure 350 – Student Behaviour and Conduct  
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