

Student Suspension

1. Suspension is defined as the forced release of any student(s) from regular classes up to a maximum of five (5) school days.
 - 1.1 The School Principal shall have procedures in place outlining codes of behaviour where suspensions may be considered as well as the range of action to be taken in such situations.
 - 1.2 When other measures have failed to correct a situation, the School Principal has the authority to suspend a student for up to a maximum of five (5) school days.
 - 1.3 The School Principal shall advise the parent(s), in writing, of the circumstances leading to the suspension of the student. **For out-of-school suspensions, a copy of the letter shall be forwarded to the PHPS Division's Student Services office along with a copy of Form 5-10-A - Suspension Checklist.**
 - 1.4 If the School Principal feels that the infraction is of a more serious nature (than warranting a suspension), they may recommend expulsion by immediately contacting the Division's Student Services followed by a letter with his/her recommendations addressed to the Superintendent who shall then bring the matter before the Board. (See Student Expulsion below.)
 - 1.5 *School Act* Section 24 (7): The principal may recommend that the board expel the student if
 - (a) the student has displayed an attitude of willful, blatant and repeated refusal to comply with section 12,
 - (b) the student has displayed an attitude of willful, blatant and repeated refusal to comply with the code of conduct established under section 45.1(2), or
 - (c) 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.
2. The School Principal and the parent may agree that a student should not be suspended but should be allowed to be temporarily voluntarily excused from attendance of regular classes due to behavioural, emotional and/or mental health issues. While such a plan would not be considered a suspension, the Director of Student Services should be notified with details of the reason for this plan and the specific amount of time the student will be absent from school.
3. As suspensions can be a maximum of five (5) days, removing a student from contact with their peers for more than five (5) days would constitute a special program (please reference AP 60-12 Inclusive Practices (Student Placement and other Programming Decisions)).

Student Expulsion

1. Expulsion from school is defined as any term of absence from school above and beyond the five (5) days suspension that a School Principal can dispense in accordance with the *School Act*. An expulsion is set by a decision of the Board and the term of absence from

school can range from one day from their designated school to a complete removal from Division schools for the remainder of the school year.

- 1.1 A recommendation to expel must be made by the School Principal to the Superintendent.
- 1.2 Prior to the meeting with the Board Expulsion Committee, the School Principal will complete the steps in Form 5-10-B - Expulsion Process Checklist and review the information with an Assistant Superintendent, assigned by the Superintendent. The Assistant Superintendent will review the recommendation with the Superintendent prior to the information being presented to the Board Expulsion Committee.
- 1.3 The date of an expulsion hearing shall be set within ten (10) days of the first day of suspension.
- 1.4 Any documentation, or other recorded materials, must be provided to the Assistant Superintendent at least two (2) days prior to the expulsion hearing.
- 1.5 The School Principal and any appropriate staff members shall appear before the Board Expulsion Committee to support his/her recommendation for expulsion (parent and student may be present).
- 1.6 The parent and the student are invited to be present and may make representation with regard to the expulsion.
- 1.7 The Director of Student Services can be asked to provide recommendations for the student's educational programming, with and without an expulsion decision.
- 1.8 The Board Expulsion Committee will decide to reinstate or expel the student, and will determine the length and circumstances associated with the expulsion.
- 1.9 Regarding Confidentiality: Expulsion hearings are held In Camera which means there is an expectation of privacy/confidentiality. The student/parent/family information from the hearings is considered "personal information" protected by the Freedom of Information and Protection of Privacy Act (FOIP). Division staff and Trustees will not disclose the information to others not involved in the hearing.
- 1.10 If a decision is made to expel the student, the Assistant Superintendent and Director of Student Services will notify, in writing, the student's parent, and the student if the student is 16 years of age or older, of the conditions of the expulsion, the recommended programming, and the right to request a review under Section 124 of the *School Act*.

Reference

[School Act Section 24, 124](#)

[Freedom of Information and Protection of Privacy Act](#)

[Policy 13 Appeals to the Board Regarding Student Matters](#)

[Policy 20 Expulsion of a Student](#)

[AP 60-12 Inclusive Practices \(Student Placement and other Programming Decisions\)](#)

[Form 5-10-A – Suspension Checklist](#)

[Form 5-10-B – Expulsion Process Steps](#)