

	Chinook's Edge School Division – Administrative Procedure	
	AP 3 – 15 Student Suspension/Expulsion	
	Related Policies:	Initial Approval:
	Related Procedures:	Last Amended: 2025 May 01
	Exhibits:	Last Reviewed: 2025 May 1

PURPOSE

The Division recognizes, from time to time, it may be necessary to exclude a student, through suspension or expulsion, from a class, one or more courses or programs, school sponsored functions, school or riding a school bus. The Division views this suspension or expulsion as an extreme penalty and believes it should be used only after alternatives have been considered to encourage the student to act responsibly.

The Division believes that a student's right to attend class, school, ride a school bus, or participate in an activity approved or sponsored by the Division may be suspended where a student's conduct:

1. is injurious to the physical or mental well-being of others in the school or
2. causes a significant disruption to the learning of students or
3. demonstrates flagrant or continued disregard of rules or
4. is injurious to the moral tone of the school.

Recommendations for expulsion shall be made to the Superintendent who will deal with them through the rules of natural justice.

PROCEDURES

The act of suspension or expulsion should be based on the belief that the presence of the student in question would be to the detriment of the education of others (and/or to the student or others).

1. In accordance with Section 36 of the Education Act, suspension is the temporary removal of a student's right to attend one class period, school, one or more class periods or courses, transportation under Section 59 or any school related activity for a period not exceeding five (5) days for failure to comply with Section 31, or the code of conduct established under Section 33(2) of the Education Act, for conduct, whether or not the conduct occurs within the school building or during the school day, that is injurious to the physical or mental well-being of others in the school, or if the student has distributed an intimate image of another person described in Section 1(1.1).

2. Suspensions should be used only after less severe forms of action have been taken. Immediate suspension may occur on a first misbehavior if circumstances warrant this action. In-school suspensions are the preferred option. In extreme circumstances, out-of-school suspensions may be warranted. If an out-of-school suspension is warranted, and parents are engaged and at home, consider sending the child home under their supervision. If this is not possible, keep student(s) separated and isolated, with eyes on them all day

3. Circumstances under which suspension may be considered include:

3.1. If, in the opinion of the teacher of the classroom or the opinion of the principal of the school, the student has not complied or reasonably met with the responsibilities outlined for students in Section 31 of the Education Act as follows:

- A student, as a partner in education, has the responsibility to
- (a) attend school regularly and punctually,

- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) cooperate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

4. If, in the opinion of the teacher of the classroom, or the opinion of the principal of the school, the student has not complied or reasonably met with the AP 3 -09 Student Conduct.

4.1. The student's conduct or continued presence is injurious to the physical or mental well-being of others in the school.

4.2. The student's conduct or continued presence is deemed to seriously threaten or disrupt the divisions ability to provide a safe, secure, and caring environment.

4.3. Open opposition to authority.

4.4. Use of improper or profane language

4.5. Deliberate and wanton destruction of property.

4.6. Violation of the school's smoking policy and use of illegal drugs policy.

4.7. Assault, threats, intimidation, or fighting.

4.8. Possession of weapons.

4.9. The student has distributed an intimate image of another person 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.

5. Suspension is defined as exclusion from a class, or from a course, or from attending school including all extracurricular activities or from riding the bus.

6. A teacher who suspends a student from a class period shall inform the school administration of the class suspension. The class period suspension shall be recorded and reported to a parent as soon as possible by the teacher.

7. When the Principal imposes a school or bus suspension, the Principal shall ensure:

- 1. the suspension shall not exceed five (5) school days;
- 2. the student's parents and the Transportation Department have been informed immediately forthwith of the suspension;
- 3. a report in writing is sent to the student's parents outlining all the circumstances respecting the suspension:
- 4. the term and nature of the suspension;
- 5. the terms of reinstatement;
- 6. the opportunity to meet and discuss these terms.
- 7. the Student Suspension Report is completed and filed in the student discipline file with a copy of the letter sent to the parents; and
- 8. suspension letters shall be under the signature of the Principal.

8. Where the student is not to be reinstated within five (5) school days, the Principal shall:

- 1. inform the Superintendent immediately;
- 2. file with the Superintendent a comprehensive written report on the suspension including recommendations and copies of any other suspension reports and

3. provide the parent, or in the case of a student who is judged to be an independent student under Section 6 of the *Education Act*, the student, with a copy of the report filed with the Superintendent.
9. Where the student is not to be reinstated within five (5) school days, the Superintendent or designate will be responsible for the following:
 1. the Powerschool log entries and all letters of correspondence regarding the suspension have been received, including the Principal's recommendation
 2. the Expulsion Committee of the Board is properly notified and a suspension hearing is set within ten (10) school days of the first day of the suspension
 3. the parent(s) have been notified in writing of the circumstances respecting the suspension
 4. the parent(s) have been requested to be present at the suspension hearing to discuss the circumstances leading to the suspension
 5. in the event the student and/or representative does not attend the hearing, the case will be reviewed by the Superintendent with a letter outlining to the parent(s) or the student the procedures that need to be followed
 6. following a hearing, the decision of the Expulsion Committee shall be sent, in writing, to the parent(s) or the student if judged to be an independent student under Section 6 of the *Education Act*
 7. an expelled student or the parent(s) will be notified, in writing, they may appeal the Board's decision to the Minister of Education.
10. The Expulsion Committee will:
 1. ask the Principal or designate to provide information pertinent to the recommendation for expulsion
 2. parents will provide information one hour prior to the meeting.
 3. give an opportunity to the student or the parent(s) to make a presentation
 4. receive a recommendation from the Superintendent; and
 5. ask the Superintendent or designate, staff, student and parents to leave while the committee reconsiders the information and reaches a decision.
11. Students suspended or expelled from school are prohibited from being on school property or present at school activities.
12. When students are expelled, the Transportation Department shall be notified of the student's name and duration of the expulsion.
13. Expulsion is the removal of a student's right to attend a particular school, one or more courses or educational programs, a school activity or to ride a bus for a period of more than ten (10) days if the student has displayed a blatant and repeated refusal to comply with Section 31 of the *Education Act*.
14. Expelled students must be offered another educational program by the Superintendent.

REFERENCE AND LINKS

Education Act

HISTORY

2018 June 18	Reviewed
2019 Nov 26	Reviewed
2021 September 17	Revised
2025 January 31	Revised
2025 May 1	Revised