

Administrative Procedure 355

STUDENT PROBATION, SUSPENSION AND EXPULSION

Background

There can be more than one valid process for dealing with student misbehaviour which is consistent with Board Policy and Division Administrative Procedures.

Definitions

Probation is a trial period in which a student is given an opportunity to correct undesirable behaviour and to demonstrate that appropriate behaviour can be maintained.

Probation may occur at two levels:

1. School Probation
 - 1.1 A period of time established by the Principal for a student to correct specified undesirable behaviour and to replace it with behaviour considered by the Principal to be appropriate and acceptable.
2. Division Probation
 - 2.1 A period of time established by a Committee assembled for a student to correct specified undesirable behaviour and to replace it with behaviour considered by the Committee to be appropriate and acceptable.

Suspension is a disciplinary action whereby a Principal temporarily excludes a student from school or a component thereof, in compliance with these terms and in the Education Act. Technically, the term can also refer to disciplinary action whereby a teacher temporarily excludes a student from a class, in compliance with the Education Act.

Expulsion is a disciplinary action whereby the Board withdraws a student's right to attend a specified school or any school in the Division.

Procedures

1. General
 - 1.1 Within the "probation model," a Principal may initiate either School Probation or Division Probation to address inappropriate student behaviour.
 - 1.2 These stages will typically occur in sequence; however, a Principal may request Division Probation at the outset if the Principal considers the step most appropriate to the student and in the school's best interest.
 - 1.3 A Principal may initiate a student suspension, either in conjunction with probation or entirely on its own.

- 1.4 After consultation with the Superintendent, a Principal may bypass the Division Probation stage and move directly to immediate suspension with a recommendation for expulsion.
- 1.5 Within a model which does not incorporate probation in a strictly defined way, student suspension will occur as a measured response by a Principal to continuing unsatisfactory student behaviour. Similarly, after consulting the Superintendent, a Principal may decide to suspend a student with a recommendation for expulsion.

2. School Probation

- 2.1 This stage makes provision for the problem to be solved at the school level through the cooperative efforts of the student, parents, staff and administration.
- 2.2 A student who has not shown improvement in achievement, conduct and/or attitude despite the school efforts as defined in Administrative Procedure 350 – Student Conduct, may be placed on School Probation.
- 2.3 School Probation will be administered by the Principal, who will, in consultation with the student's teacher(s):
 - 2.3.1 Judge the seriousness of the problem,
 - 2.3.2 Determine the terms or conditions of the probation, and
 - 2.3.3 The length of the probationary period.
- 2.4 The Principal will inform the parents in writing that the student has been placed on school probation, outline the details and conditions of the probation, and provide the Superintendent or designate with a copy, including all correspondence related to the probation case.
- 2.5 The Principal may review and shorten the term of the probation, providing that the student's behaviour has been exemplary.

3. Division Probation

- 3.1 This stage of probation will be applied if, in the judgment of the Principal, in consultation with the Superintendent or designate:
 - 3.1.1 A student's misbehaviour is serious.
 - 3.1.2 A student has failed to show satisfactory progress on the terms and conditions specified when the student was placed on school probation.
- 3.2 After due consideration of the case, the Principal will recommend to the Associate Superintendent, Learning Services that the student be placed on Division probation.
- 3.3 The Associate Superintendent, Learning Services will arrange for a meeting of a Probation Hearing Committee consisting of the Principal, Associate Superintendent, Learning Services, a representative from the Board, the parents or guardians and the student to attend.
- 3.4 At the Probation Hearing, the Principal will present the school's case for Division Probation. This case may include information on student achievement, attendance records, samples of the student's work, teacher's anecdotal comments, copies of correspondence to parents and any other documents that give meaningful insight

into the student's problems and the previous efforts that have been made to resolve these problems.

- 3.5 During the Division Probation Hearing, the Probation Hearing Committee will:
 - 3.5.1 Decide whether or not to place the student on Division Probation,
 - 3.5.2 Determine the period of probation, and
 - 3.5.3 Determine any specific conditions it may set beyond those already specified as part of School Probation.
- 3.6 The decision of the Probation Hearing Committee will be communicated to the parents or guardian by the Superintendent or designate.
- 3.7 If, at the end of Division Probation, the student has shown improvement in behaviour, achievement and/or attitude, the probation will be lifted. The Associate Superintendent, Learning Services will notify the parents of the student concerned that the probation status has been lifted.
 - 3.7.1 The student will then resume the status of a regularly-registered student in the school.
- 3.8 If the student shows little or no improvement in behaviour, achievement and/or attitude, the Principal may suspend the student from school and recommend to the Board that the student be expelled.

4. Student Suspension/Expulsion

- 4.1 The Education Act outlines requirements and procedures concerning student suspensions and expulsions.
- 4.2 A teacher is empowered to suspend a student from a class period.
- 4.3 A Principal is empowered to suspend a student from one (1) or more class periods, from one (1) or more courses or school programs, or from riding a school bus.
- 4.4 Under the terms of the Education Act, a Principal may exclude a student from participating in an activity sponsored or approved by the Division or by the school. Such exclusion is not to be considered a suspension under these terms.
- 4.5 A Principal may reinstate a student suspended by the Principal or by a teacher.
- 4.6 When a Principal suspends a student from school, the Principal will:
 - 4.6.1 Immediately inform the student's parents/independent student and report the circumstances of the suspension in writing.
 - 4.6.2 Submit copies of correspondence concerning student suspension to the Associate Superintendent , Learning Services once the Principal has initiated the action.
- 4.7 If a suspended student is not to be reinstated within five (5) school days of the date of suspension, the Principal will immediately report all the circumstances of the suspension to the Board together with his/her recommendation.
- 4.8 Upon a report from the Principal, the Board will initiate the process outlined in Board Policy 13 – Appeals and Hearings Regarding Student Matters.

Reference: Section 8, 11, 31, 32, 33, 36, 37, 41, 42, 43, 44, 52, 53, 196, 197, 222 Education Act
Review by the Minister – Information Bulletin 3.5.1
Board Policy 13 – Appeals and Hearings Regarding Student Matters
Administrative Procedure 350 – Student Conduct