



DISTRICT PRACTICE:

1. STUDENT SUSPENSION

1.1 Authority of the Principal

A Principal of a school shall, in accordance with this Code of Conduct and other Policies of the Board, exercise paramount authority within the school in matters concerning the discipline of students. Discipline may include the suspension of a student from attending school where in the opinion of the Principal (or designate), such action is warranted and provided that an alternate educational program is made available to the student.

1.2 Special Needs Student - Suspension

When students with identified special needs require intervention regarding their conduct the Principal will ensure that such students have been adequately assessed, that appropriate interventions are applied before suspension is considered, that the grounds for suspension are clear and appropriate, that meaningful education programs or interventions are offered during the period of suspension and that planning is undertaken for successful re-entry.

1.3 Suspension of Five Days or Less

A Principal of a school may, and is hereby authorized to suspend a student from the school for a period not exceeding five consecutive school days. Parental contact will be established by telephone and/or by personal interview prior to a student leaving the school on suspension.

1.4 Suspensions of More Than Five Days

A Principal of a school may and is hereby authorized to suspend a student from the school for a period exceeding five school days pending a hearing by the Student Conduct Review Committee. In such a situation, the Principal should notify the Assistant Superintendent so that a meeting can be convened, when possible within five days of suspension. The Student Conduct Review Committee may require that the student, or the student and the parents or guardians, be present at a meeting of the Committee prior to a decision on the matter. The Student Conduct Review Committee is authorized to suspend a student for a period exceeding five days or to withdraw the student from attendance at a school if the student is beyond the age of 16.

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POLICY 5800: DISTRICT CODE OF CONDUCT

FORM 5850: CONDUCT REVIEW COMMITTEE PROTOCOLS AND PROCEDURES

FORM 5850: DISCIPLINE HEARING

REFERENCES: [School Act Section 6, 10, 11, 26](#)

[School Reg. Sec. 4.1 \(b & c\) 5.7](#)

[Provincial Standards for Codes of Conduct Order M276/07 SD6 Appeal Bylaw II](#)

[Bill 10, Tobacco Sales Amendment Act, 2007](#)

[B.C. Human Rights Code](#)

ADOPTED: November 1998

Amended: November 2000, March 2001, October 2006, September 2007, June 2008, June 2009, April 2010, June 2010, November 2014,

December 2016, January 2019, June 2020



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- 1.4.1 Student Conduct Review Committee shall be composed of one Trustee, one Assistant Superintendent and/or one or two Principals from schools other than the student's school;
- 1.4.2 Should the decision of the Student Conduct Review Committee be appealed to the Board of Education (Appeal Bylaw II), the Trustee who was a member of the Student Conduct Review Committee will not participate in the Appeal Hearing;
- 1.4.3 The purpose of the Student Conduct Review Committee is to determine consequences that balance discipline, restitution, and the student's learning – both academic and behavioural;
- 1.4.4 In fulfilling its mandate the Committee may wish to consider:
 - (a) the opportunity for a victim impact statement which might include a recommendation for restitution;
 - (b) an assessment of any risk, or protective factors to help inform decision making;
 - (c) the District's method of providing access to educational services while the student is suspended without allowing access to the school;
 - (d) a recommendation for counselling services;
 - (e) development of and adherence to a behavioural intervention as a condition of remaining in school;
 - (f) follow-up on the conditions of re-entry to the system as a condition of remaining in school.
- 1.4.5 The Student Conduct Review Committee should proceed with its deliberation and consequences even if the matter is being dealt with by the criminal justice system.

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1.5 Suspension Letters

In situations resulting in a suspension of a student, an official letter of suspension shall be sent to the parent/guardian without delay, a copy forwarded to the Superintendent as well as a copy to the Assistant Superintendent. The letter of suspension shall include the following:

- (a) Student Information:
 - Official name of the student
 - Personal Education Number (PEN) of the student
 - Date of Birth
 - Grade
- (b) A statement indicating that the student has failed to comply with a specific section of the *School Act* [e.g. Sec 6. (1) (a) & (b)] which requires a student to comply with the Code of Conduct and other rules and Policies of the Board or School.
- (c) A statement that outlines the date, time and description of the alleged misconduct.
- (d) A statement listing the terms of the suspension.
- (e) An invitation, with phone number, to contact the writer if further clarification is needed.
- (f) Notification of the parents' right to appeal.
- (g) Copies sent to the Zone and District Office.

2. WITHDRAWAL

- 2.1 In the case of a student 16 years of age or older, the Board may refuse to offer an educational program where the student:
 - (a) has refused to comply with this Code of Conduct, the School's Code of Conduct or other rules or Policies of the Board; or
 - (b) has failed to apply himself or herself to his or her studies.
- 2.2 Where possible students should be advised in writing that continued misconduct may jeopardize their right to attend school.
- 2.3 In the case of a student under the age of 16 years, the Board must facilitate access to an educational program.

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3. APPEALS

- 3.1 A student or a parent of a student may appeal a decision of an employee of the Board of Education, or a decision of the Student Conduct Review Committee, according to School District No. 6 Appeal Bylaw II.
- 3.2 Decisions of the Board may be appealed to the Superintendent of Appeals, BC School Act, Section 11.

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