

Red River Valley School Division
ADMINISTRATIVE PROCEDURE G9 - SUSPENSION (OUT OF SCHOOL)



The Red River Valley School Division Board of Trustees understands that a student suspension may be warranted if the Principal of the school deems the action or behaviour to be injurious to the welfare of the student or school community.

In accordance with the Regulations of the Education Admin Act and the School Code of Conduct, the Principal or their designate, may suspend for a period not exceeding five days. With approval from the Superintendent, the Principal may suspend a student for an additional five weeks. The period of suspension shall not exceed 6 weeks.

"Suspension" is defined as a *"temporary stopping of a pupil's right to attend school or school related activities."*

1. School teams must ensure that a student's special needs, if any, are taken into account when deciding to suspend.
2. The School's Code of Conduct will be communicated to school division staff, parents, and students at the beginning of each school year or upon the registration or enrolment of new students during the year. (Reference to school handbooks)
3. Where suspension exceeds more than **three** days, a principal must ensure that educational programming is available to a pupil who has been suspended.
4. Schools will develop a behaviour intervention plan for students who have been suspended out of school more than two times during a school year.
5. Each school will identify a re-entry process that includes timelines involving the students, parents/legal guardians and appropriate school team members for students who are suspended. The school will try to ensure re-entry occurs on the day following the completion of the suspension.
6. The Superintendent & CEO will present a summary of student out of school suspensions to the Board in September of every school year.

* Each school will keep records of the nature and duration of all suspensions, both in-school and out-of-school.

Cross Reference:

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Page: 1 of 2



1. The Principal or their designate shall immediately contact the parent/legal guardian and then provide written notice of any such suspension and a statement of the cause.
2. Upon a suspension, bus transportation privileges will be revoked immediately. The principal or their designate will inform the bus driver as well as the Transportation Supervisor of the suspension.
3. Out-of-school suspensions will be reported to the Superintendent & CEO within twenty-four hours. The report will be in writing and will include:
 - a. the name of the student(s) involved,
 - b. the period of the suspension,
 - c. a brief description of the events that led to the suspension,
 - d. a copy of the suspension report will be forwarded to the Student Services department.
4. The Superintendent & CEO may inform the Chairperson of the Board of Trustees and/or the local trustee of suspensions on a case-by-case basis as necessary.
5. Suspensions of more than 5 days will be brought to the Board as information.

Parents/legal guardians have the right to appeal to the Board of Trustees any suspension of more than 5 days, as per the Public Schools Act. As per Board Bylaw, any person wishing to appear before the board as a delegation, either as an individual or on behalf of a group, shall advise the secretary-treasurer in writing of such intent by 12:00 p.m. of the seventh day preceding the regularly scheduled business meeting of the board at which they wish to appear.

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Page: 2 of 2