

**STUDENT DISCIPLINE – OUT-OF-SCHOOL SUSPENSION****Category:** Health and Safety**Effective:** August 2017**Policy Statement**

Out-of-school suspension is the temporary exclusion of a student from physically being present on school property and at school-sponsored events during the period of the out-of-school suspension. The power to suspend students for sufficient cause is subject to defined procedures.

The District recognizes suspension, in addition to other interventions, as a method of discipline for students who are persistently disobedient, unruly, or destructive. Immediate suspension is permitted when the presence of the student in the school endangers that student, other students, or school staff, or substantially disrupts the rights of others to an education.

Some students with exceptionalities may behave in challenging ways that are beyond the student's control or understanding. Where this appears to be the case, these students may not be subject to the typical consequences established by the school.

This policy is used when interventions have not been successful and/or the nature of the behavior necessitates the temporary removal of a student from school.

Procedures

1. Out-of-school suspension may be considered for any of the following reasons:
 - a. persistent disobedience or disruption
 - b. persistent refusal to do assigned school work
 - c. conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school, while on the school premises, while attending any school sponsored activity, or while on a school bus
 - d. willful damage to or destruction of property while at school
 - e. the persistent use of profane or improper language
 - f. involvement with drugs and/or alcohol
 - g. behaving in any other manner which, in the opinion of the Principal or designate, is detrimental to others in the school

It is understood that these actions may occur off school grounds and outside the instructional day and still warrant consideration of a suspension.

2. Absenteeism is not grounds for out-of-school suspension. Persistent failure to comply with an absenteeism intervention plan may provide grounds for an out-of-school suspension.

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3. Informal or “off-the-record” suspensions shall not be permitted.
4. Before suspending a student, due process needs to be exercised. School officials should explore other possible options or interventions. In all cases when a student exhibits high risk behaviours as addressed in the Violent Threat Risk Assessment (VTRA) protocol, conduct a Violent Threat Risk Assessment.
5. Records must be kept by teachers regarding student misbehaviour. The Principal or designate shall notify the parent/guardian and the student that the student’s behaviour warrants such a record being kept and that continued unacceptable behaviour may lead to out of school suspension. It is understood that some behaviours may warrant an out-of school suspension without this prior communication.
6. The Principal or designate may suspend a student for not more than five (5) school days cumulative without informing the parent of the Right to Appeal, as per the Education Act.
7. The Principal or designate shall receive approval from the Director of Schools of any suspension of more than five (5) consecutive days prior to assigning the suspension. It is understood that the principal or delegate may start the suspension with the final length pending the decision of the Director of Schools.
8. Before suspending a student, a Principal or designate shall inform the student of the formal disciplinary nature of suspension and its consequences, the reasons for which suspension is being considered, and shall provide an opportunity for the student to offer an explanation in defense or mitigation.
9. When a decision is made to suspend a student, the Principal or designate:
 - a. shall make a reasonable attempt to notify the parent/guardian by telephone, regardless of age
 - b. shall notify the appropriate bus driver, either directly or through the transportation office
 - c. In the event that an adult is not present in the student’s home or that an adult from home cannot provide transportation, the Principal shall, in the cases of a bus student, see that adequate transportation is provided or that the student be maintained in an in-school suspension room until the end of the school day
10. The Principal or designate shall mail, within one (1) school day, a written notice of a suspension to the parent/guardian of the student, and to the student, when 18 years of age or older and living independently, with a copy forwarded to the Director of Schools and appropriate school personnel.

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11. The notice of suspension shall include:
 - a. the age and grade of the student
 - b. the reasons for the suspension
 - c. the restrictions placed on the student during suspension
 - d. the follow-up actions needed for the suspended student to be readmitted which may include a conference with the home prior to the student being readmitted
 - e. When the suspension is for more than five (5) school days, the Principal shall advise the student and the parent/guardian of their right to appeal the decision as provided in the Education Act.
12. The school shall make reasonable effort to provide alternative education support and services to students who are suspended from regular classroom activity for a lengthy period of time and in cooperation of the student.
13. A suspended student shall be permitted to write formal examinations.
14. A re-entry plan to determine strategies for student success will be arranged, prior to return from suspension with school administration or designate.
15. Public school transportation is not available to students for the length of their suspension.
16. A student on out of school suspension is not to be on school property during the term of suspension other than requested by school administration (i.e. to attend a re-entry meeting).

Reference

- Department of Education and Early Childhood Development [Policy 703: Positive Learning and Working Environment](#)
- Department of Education and Early Childhood Development Policy 322: Inclusive Education
- New Brunswick [Education Act, Section 14](#)
- New Brunswick [Education Act, Section 24](#)
- New Brunswick [Education Act, Section 25](#)
- ASD-W VTRA Policy and Protocol
- [A User's Guide for the Appeal Process](#) As Provided For in the New Brunswick Education Act