



Directive on suspension and expulsion of students at the regular sector

Department responsible: School Operations	Approved by: _____ Director General
Effective date: January 1 st 2003	Amended by:
Reference:	

The Kativik School Board gives high priority to providing a learning environment that is safe, harmonious and sensitive to the needs and well-being of all students and staff of its schools. The suspension and expulsion of students are measures intended to modify unacceptable behaviour. As a general rule, these measures should be imposed along a gradual scale of punishment, suspension and expulsion being the most severe measures at the top of this progression.

1. Premises

- 1.1 [purpose](#) This directive is to set the rules pertaining to the proper actions to be taken in the case of suspension or expulsion of a student in the regular sector.
- 1.2 [definitions](#) In this directive, the following expressions mean:
- a) **discipline:** constitutes all forms of corrective action other than suspension and expulsion, including brief exclusions from a class for not more than the remainder of the class period, as well as exclusion from any other type of activity conducted by or for the School Board;
 - b) **expulsion:** is the exclusion of the student from school for an indefinite period;
 - c) **isolation:** means that the student is removed from the classroom for a short period of time but remains in the school under proper supervision;
 - d) **School administration:** the principal, the centre director or the vice-principal ;
 - e) **suspension:** is the exclusion from school or from classrooms for a specific period of time, after which the student has a right to return.

2. General principles

- 2.1 [application](#) No student shall be suspended or expelled unless the conduct for which he is to be disciplined is related to school activities, attendance or reprehensible incidents and occurred on school property, including school buses.
- 2.2 [internal code of conduct](#) The school Principal in collaboration with the School Council and the Education Committee will develop guidelines for student conduct on school property, which constitute the school's Code of Conduct. This Code will set the details of inappropriate behaviour and provide measures for the same.
- The school shall publicize this Code in order to well inform the students and their parents on the rules applicable.
- 2.3 [discipline preceding suspension or expulsion](#) As a general rule no student shall be suspended or expelled unless other forms of corrective action to modify his conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. The Principal has to keep a file documenting the actions taken.
- [exception](#) However, a student may be immediately suspended in exceptional situations, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature or disruptive to the operation of the school (see section 5.1 below).
- 2.4 [tentative list of offences leading to suspension and expulsion](#) The following is a tentative list of offences that could lead to suspension or expulsion of a student when he has:
- a) threatened, attempted or caused physical injury to another person;
 - b) possessed, sold or provided any firearm, knife, explosive or other dangerous object;
 - c) possessed, used, sold, provided or been under the influence of any controlled substance, drug, alcoholic beverage or an intoxicant of any kind;
 - d) committed robbery or extortion;
 - e) caused or attempted to cause damage to school or private property;
 - f) committed an obscene act or engaged in habitual profanity or vulgarity;
 - g) engaged in harassment, as defined in the School Board policies and directives;
 - h) constantly and repeatedly interfered with the well being of the class and the learning of other students in the group through disruptive behaviour.

3. Suspension

- 3.1 [suspension for the remaining of the day](#) The School Principal may suspend a student from school for the rest of the day and up to 5 days for violations of school rules.
- 3.2 [suspension of more than 5 days](#) The School Principal may suspend a student for more than five days but for a fixed period of time for misconduct when the misconduct is harmful to the welfare of the classroom.
The school administration may suspend, for an indefinite period in excess of five days, any student whose misbehaviour interferes with the well being of the class, or is serious enough to warrant suspension for more than five days.
- [consultation with school operations](#) In such a situation, the school Principal shall consult the department of School Operations and the Education Committee before a decision is made.
- 3.3 [isolation](#) A suspended student should be put in isolation and remain within the school. Under no circumstances should the school Principal ask a student to leave the school before the regular dayclass ends without prior notification to the parent or guardian.
- 3.4 [notification to the parents](#) In any suspension, the School Principal shall contact the student's parent or guardian as soon as possible to inform them of the reason for such suspension.
- 3.5 [notification to the education committee](#) In the case of any suspension of more than one day, the School Principal shall always advise the Education Committee as soon as possible.
- 3.6 [student's restrictions](#) Suspension means that the student is not allowed to:
- a) attend school;
 - b) be on the school grounds or in the building, unless he has been put in isolation;
 - c) participate in any school activities.
- 3.7 [procedure for suspension](#) When the School Principal determines that a student should be suspended, the following procedures shall be followed:
- a) a meeting will be held prior to the suspension of any student. At this meeting the student will be provided an opportunity to explain his conduct;
 - b) the meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension;
 - c) the parents/guardians of the suspended student shall be notified as soon as possible following a suspension.

4. Expulsion

- 4.1 [application](#) The Executive Committee may expel a student from the school upon the finding that the student committed a serious offence as listed in 2.4 or similar in gravity and that:
- a) other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or
 - b) that due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or other students and staff, or makes it impossible for the teachers to do their job.
- 4.2 [procedure of expulsion](#) The process of expulsion requires the following actions to be taken:
- a) the School Principal makes his recommendations to the Education Committee for expulsion of any student whose misconduct makes the continued presence of the student harmful to the welfare of the school;
 - b) the Education Committee shall conduct an expulsion meeting where the School Principal presents evidence to support the charges against the student;
 - c) the student and/or parents shall have the opportunity to be present and answer the charges against the student and to present evidence to support the student's position;
 - d) a vote is taken by the Education Committee deciding on the recommendation to be sent to the Executive Committee;
 - e) the vote may be taken by secret ballot if the majority of the members deem it appropriate;
 - f) the Executive Committee shall make a decision as soon as possible on the Education Committee's resolution recommending the expulsion;
 - g) a student may be expelled only after a majority vote of the Executive Committee supporting the recommendation of the Education Committee.
- 4.3 [student's restrictions](#) Expulsion means that the student is not allowed to:
- a) attend school;
 - b) be on the school grounds or in the building;
 - c) participate in any school activities.
- 4.4 [reporting the case to social services](#) Once a student under 18 years old is expelled in compliance with the present rules, the School Principal shall notify the Director of Youth protection.

5. Emergency measures

- 5.1 [immediate action required](#) A student who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school shall be immediately removed from the school or put in a place within the school determined by the School Principal to be sufficiently secure to permit the academic process of the school to continue.
- 5.2 [impossibility to notify the parents](#) If the parent or guardian of the student cannot be located to be notified of the suspension, the student will be put in isolation in the school for the remainder of the school day. Under no circumstances should the school Principal ask a student to leave the school before the regular day class ends without prior notification to the parent or guardian.

6. Application of this directive

- 6.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 6.2 [responsibility](#) Any person referred to in this Directive must abide to all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of School Operations is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.