

**Authority:** Footprints for Learning Society

**School:** FOOTPRINTS FOR LEARNING CHARTER ACADEMY

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**HOLISTIC AUTHENTIC PURPOSE DRIVEN ENTREPRENEURIAL GLOBAL**

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## **SUSPENSION AND EXPULSION GUIDELINES**

### **Purpose**

- To provide guidelines for the administration of suspensions and expulsions within FLCA.
- To outline the roles, responsibilities and accountabilities of the suspension and expulsion process.

### **Scope**

- All FLCA staff who work with students
- All FLCA students

### **Compliance**

All employees who work with students are responsible for knowing, understanding and complying with this Administrative Guideline.

### **Principles**

FLCA guidelines are in compliance with requirements from Alberta Education Discipline plays a role in creating a safe and supportive learning environment FLCA is committed to providing students and staff with safe and caring learning environments. Students and staff are expected to model and reinforce socially responsible behaviours. Suspension and expulsion are used as disciplinary measures when other corrective measures have not been successful or the student's behaviour is severe. Suspension and expulsion processes must be procedurally fair and ensure parents and students are adequately informed throughout.

### **Definitions**

Expel/Expulsion: means the removal of a student from school, one or more class periods, courses or education programs, or from riding in a school bus, for a period of more than 10 instructional days.

Progressive Student Discipline: means a whole school approach that utilizes a continuum of intervention, supports, and consequences to address inappropriate and unacceptable student behaviour and builds upon strategies that promote positive choices contributing to a welcoming, caring, respectful and safe learning environment.

Re-enroll/re-enrollment: means re-admission of a student to a program or a school following an expulsion.

Re-instate: means the re-admission of a student to a school following a suspension.

Restorative practice: means extending discipline measures to allow students the opportunity to repair harm and mend relationships.

School related activity: means any event organized, sponsored or supported by the school that occurs outside of the classroom either on or off school grounds. Examples include assemblies, field trips, ceremonies, sporting events etc.

Suspend/Suspension: means the removal of a student from school, from one or more class periods, courses or education programs, or from riding in a school bus, for a period of up to and including 10 instructional days.

Threat: means an expression of intent to do harm or act out violently

## **FLCA - GUIDELINES**

1) The principal must ensure that disciplinary measures including suspensions or recommendations for expulsion are documented.

2) The written report would include but is not restricted to:

- a) the date of the incident;
- b) the date of the suspension;
- c) circumstances respecting the suspension or expulsion;
- d) details concerning the action taken;
- e) names of persons involved in the action taken;
- f) relevant history;
- g) interventions which have been tried with the student;
- h) expectations established for the student's conduct upon re-enrollment;
- i) the duration of the suspension; and

j) any recommendations for expulsion.

3) A copy of the written report

- a) must be retained on the student's file;
- b) must be provided to the parent; and
- c) in the case of a suspension over five days, must be provided to the Board-delegated person.

4) The purpose of a class suspension is to create the conditions in which the disciplinary problem can be discussed and resolved. A teacher with consultation of the administration and contact with parent may suspend a student from a class or part of a class for unacceptable student behaviour. The teacher will document the class suspension in accordance with system regulation and ensure that the student is provided with a program of instruction for the class period.

5) With a school suspension, a principal may suspend a student, for unacceptable student behaviour:

- a) from school; or
- b) from one or more class periods, courses or education programs; or
- c) from riding in a school bus; for a period of up to and including 10 instructional days.

6) When the principal suspends a student, the principal must immediately inform the student's parent of the suspension and provide the student's parent with a written report on all the circumstances respecting the suspension. The principal will then provide an opportunity to meet with the student's parent, and the student to discuss the reasonableness of the suspension. A principal may re-instate a student who has been suspended from class by a teacher or a student who has been suspended by the principal.

7) With suspension for more than 5 school days the decision not to re-instate, the principal must:

- a) immediately inform the student's parent, and the student, if the student is an independent student, in writing, of the location and procedures of the meeting where the disciplinary action will be considered;
- b) that they have a right to attend the meeting, to be heard, to provide written information, and to be represented;
- c) provide the parents and student with a copy of the hearing procedures; and
- d) immediately provide the Board-delegated person with a copy of the suspension documentation outlining all the circumstances respecting the suspension, including the principal's recommendations.

8) The Board-delegated person must, within 10 instructional days from the date of suspension, hold a meeting, with the parents and the student, and if required, school and system staff, to consider the disciplinary action and must decide either:

- a) to reinstate the student, or
- b) to expel the student.

9) In a decision to expel, the Board-delegated person may expel a student from any program operated by the FLCA for a period of more than 10 school days if:

- a) the principal has recommended that the student be expelled, and
- b) the student has been offered another education program by FLCA.

10) When the Board-delegated person makes a decision to expel a student, the Board-delegated person must immediately notify in writing, the student's parent:

- a) of the decision, and
- b) of their right to ask the Minister of Education to review the matter.

11) The Board-delegated person may re-enroll a student who has been expelled. In the case of a student who has been suspended or expelled, decisions regarding the placement of the student following reinstatement or re-enrollment must be made in consultation with the principal involved.

12) A student's re-instatement from a suspension or re-enrollment after an expulsion may include recommendations. Recommendations established as a part of a student's reinstatement or re-enrollment must be included in the student's file and provided to the student's parent.

13) A student who is under suspension by another school jurisdiction will not be admitted to FLCA school until the student's case has been resolved by the other school jurisdiction.