

# administrative regulation

Administrative  
Regulation No.  
6007

Classification:  
Student

Effective Date:  
July 11, 2016

## Suspension and Expulsion

### 1 | Purpose

The purpose of this Administrative Regulation is:

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

### 2 | Scope

This Administrative Regulation applies to:

- All CBE staff who work with students
- All CBE students

### 3 | Compliance

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

### 4 | Principles

The following principles apply:

- CBE guidelines are in compliance with requirements from Alberta Education
- Discipline plays a role in creating a safe and supportive learning environment
- CBE 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.

### 5 | Definitions

**CBE-delegated person:** means an education director who has been given the responsibility of supervising suspension and expulsion issues.

**CBE:** means The Calgary Board of Education.

**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 behaviours 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

## 6 | Regulation Statement

### Documentation of suspensions and expulsions

- 1) The Principal must ensure that disciplinary measures including suspensions or recommendations for expulsion are documented.
- 2) The written report must 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) contacts made with parents;
  - h) interventions which have been tried with the student;
  - i) information regarding review procedures;
  - j) expectations established for the student's conduct upon re-enrollment;
  - k) the duration of the suspension; and
  - l) any recommendations for expulsion.
- 3) A copy of the written report
- a) must be retained on the student's file, in accordance with the Administrative Regulation 6024 - Student Records,
    - i. for one year following the date of the suspension or expulsion, or
    - ii. until June 30 of the year following the year in which the suspension or expulsion occurred, whichever occurs last;
  - b) must be provided to the parent or independent student, and
  - c) in the case of a suspension over five days, must be provided to the Board-delegated person.

**Class suspension**

- 4) The purpose of a class suspension is to create the conditions in which the disciplinary problem can be discussed and resolved.
- 5) A teacher may suspend a student from a class or part of a class for unacceptable student behaviour.
- 6) When a teacher decides upon a class suspension, the teacher must
- a) immediately notify a member of the school administration,
  - b) discuss the class suspension with the student in accordance with school and classroom practices,
  - c) return the student to class not later than the following period,
  - d) document the class suspension in accordance with system regulation,

- e) ensure that the student is provided with a program of instruction for the class period, and
- f) notify the student's parent about the class suspension as soon as reasonably practical.

**School suspension**

- 7) 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.
- 8) When the principal suspends a student under section 7 above, the principal must:
  - a) immediately inform the student's parent of the suspension;
  - b) make contact with the parent or emergency contact of a student if the student is sent home before the end of the school day;
  - c) provide the student's parent with a written report on all the circumstances respecting the suspension;
  - d) advise the student and the student's parents of the possible consequences of the student's behaviour; and
  - e) provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
- 9) 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 under section 5 or section 7.
- 10) If a parent wishes to meet with the principal but cannot attend a meeting at the school, the principal may hold the meeting with the parent by telephone, if the parent is in agreement.

**Suspension for more than 5 school days**

- 11) If a student will not be reinstated within 5 school days, within 24 hours of 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;

- i. of the location and procedures of the meeting where the disciplinary action will be considered;
      - ii. that they have a right to attend the meeting, to be heard, to provide written information, and to be represented; and
      - iii. provide the parents and student with a copy of the hearing procedures; and
    - b) 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.
- 12) 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.
- 13) A student who is not reinstated within 5 school days remains suspended until the Board-delegated person makes a decision to reinstate the student or expel the student.
- 14) If a parent wishes to meet with the Board-delegated person, but cannot attend a meeting at the school, the Board-delegated person may hold the meeting with the parent by telephone, if the parent is in agreement.

**Decision to expel**

- 15) The Board-delegated person may expel a student from any program operated by the Calgary Board of Education 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 the Calgary Board of Education.
- 16) 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 and the student, if the student is 16 years or older:
- a) of the decision, and
  - b) of their right to ask the Minister of Education to review the matter.
- 17) The Board-delegated person may re-enroll a student who has

been expelled.

**Re-instatement and re-enrolment**

- 18) In the case of a student who has been suspended or expelled, decisions regarding the placement of the student following re-instatement or re-enrollment must be made in consultation with the principals of schools involved.
- 19) A student's re-instatement from a suspension or re-enrollment after an expulsion may include recommendations for
  - a) medical consultation;
  - b) enrolment by the student or the student's family in a treatment or counselling program designed to address the behaviour for which the student was suspended or expelled;
  - c) alternative interventions such as community conferencing and other restorative practices; or
  - d) any other action which the Board-delegated person or principal consider appropriate.
- 20) Recommendations established as a part of a student's re-instatement or re-enrollment must be included in the student's file and provided to the student's parent and the student, if the student is an independent student.
- 21) A student who is under suspension by another school jurisdiction will not be admitted to a Calgary Board of Education school until the student's case has been resolved by the other school jurisdiction.

**Absence of the principal**

- 22) In the absence of a principal, the Area Director may suspend a student for unacceptable student behaviour under sections 11 and 15.
- 23) If the Area Director suspends a student for unacceptable student behaviour, the Area Director must direct the school administration to complete the requirements of sections 12 and 15 of this regulation, as applicable.
- 24) If the Area Director suspends a student for unacceptable student behaviour, the Area Director must:
  - a. not perform the duties of a Board-delegated person under sections 15 and 18 of this regulation with regard to that student, and
  - b. refer the matter to another Area Director, who must perform the duties under sections 15 and 18 of this regulation, as applicable.

## 7 | History

Approval	February 8, 2002
Next Review	November 2016
Revision/Review Dates	February 15, 2003 June 18, 2004 September 1, 2005 August 1, 2008

## 8 | Related Information

- School Act
- Alberta Education: Supporting Positive Behaviour in Alberta Schools: An Intensive individualized Approach
- AR 1047 – Vandalism
- AR 1062 – Responsible Use of Electronic Information Resources
- AR 6014 – Student Searches
- AR 6024 – Student Records
- CBE Suspension Package: K to 7
- CBE Suspension Package: 8-12

