administrative regulation

Suspension and Expulsion

Administrative Regulation No. 6007

Classification: Students

Effective Date: November 30, 2026

1 | Purpose

The purpose of this administrative regulation is to:

- Provide guidelines for the administration of suspensions from school attendance and recommendations for expulsion;
- Establish roles, responsibilities, and accountabilities related to suspension and expulsion processes; and
- Ensure suspension and expulsion decisions are implemented in accordance with the *Education Act*, principles of procedural fairness, and CBE's commitment to progressive student discipline (Administrative Regulation 6006).

2 | Scope

This administrative regulation applies to:

- Principals and assistant principals responsible for suspension decisions;
- Teachers authorized to implement class suspensions;
- Education directors and Board Delegates involved in suspension and expulsion processes; and
- Students who may be subject to suspension or recommendation for expulsion.

3 | Compliance

All teachers, school administrators, education directors and Board Delegates responsible for suspension and expulsion decisions shall know, understand and comply with this administrative regulation.

Employees who fail to comply with this administrative regulation may be subject to disciplinary action up to and including termination of employment.

4 | Principles

The following principles apply:

- CBE suspension and expulsion processes shall comply with the *Education Act* and regulations made pursuant to the *Education Act*.
- Progressive student discipline, as defined in Administrative Regulation (AR) 6006: Progressive Student Discipline, supports safe and caring environments that foster and maintain respectful and responsible behaviours.
- Students and staff are entitled to safe and caring learning and work environments.

- Students and staff are expected to demonstrate respectful and responsible behaviours that support learning, safety, well-being, belonging, and positive relationships.
- Suspension and recommendation for expulsion are progressive discipline responses that may be appropriate when:
    - universal, targeted and/or intensive individualized supports have not resulted in sustainable positive behavioural change; and/or
    - a student's behaviour presents an imminent risk to the safety of others.
- Suspension and expulsion processes shall be procedurally fair and ensure students and parents/guardians are informed throughout the process.
- Prior to implementing a suspension or recommending expulsion, principals shall consider relevant mitigating factors, as described in AR 6006: Progressive Student Discipline.
- Suspension and expulsion processes shall support student accountability, restoration of relationships where appropriate, student well-being, and successful educational engagement.

5 | Definitions

Board Delegate: a system principal who is responsible for determining the outcome of a recommendation for expulsion.

CBE: means The Calgary Board of Education.

Class suspension: means a suspension from one class period to create the conditions in which the unacceptable student behaviour can be addressed with an appropriate response to intervention.

Expulsion: means a suspension that exceeds five (5) instructional days and results in a Board Delegate decision regarding a student's continued placement in a CBE school or education program.

Independent student: means a Student, as defined by section 1(1)(n) of the *Education Act*, who:

- is 18 years of age or older; or
- is 16 years of age or older; and
    - lives Independently as determined in accordance with section 6 of the *Education Act*; or
    - is party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*.

In School Suspension: means a suspension in which a student continues to attend school while being provided with supervised learning opportunities outside the student's regularly assigned classroom or program.

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 safe and caring learning environment.

Reintegration or Reinstatement: means the return of a student to a class, a program or a school following a suspension or expulsion.

Restorative practice: means progressive discipline approaches that emphasize repairing harm, fostering accountability, strengthening relationships, and supporting positive behavioural change rather than relying solely on punitive consequences.

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.

Suspension from school attendance: 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 5 instructional days.

Threat: means any expression of intent, whether direct, indirect, explicit, implicit, conditional, or veiled, communicated through words, actions, gestures, images, electronic means, or other behaviour, that could reasonably be perceived as indicating a credible risk of harm to a person, property, or the safety and security of the school community, having regard to the circumstances in which the expression occurred.

Unacceptable student behaviour: means behaviour that does not meet the expectations established in section 31 of the *Education Act*, the CBE Student Code of Conduct (AR 6005), or that compromises the safety, well-being, learning, or dignity of members of the school community.

6 | Regulation Statement

Documentation of Suspensions and Expulsions

1) Principals shall document progressive discipline responses, including suspensions and recommendations for expulsion, using approved CBE forms and student information system (PowerSchool) reporting requirements.
2) Documentation of suspensions or recommendations for expulsion:
    a) must be retained in the student's file in accordance with AR 6024: Student Records;
    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 Delegate.

7 | Procedure

Teacher Role & Responsibilities

1) A teacher may suspend a student from a class or part of a class for unacceptable student behaviour.
2) 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 AR 6006: Progressive Student Discipline to ensure the progressive disciplinary response considers potentially mitigating factors and whether the student has benefited from universal, targeted, and/or intensive individual supports;
    c) reintegrate the student in the class not later than the following period;
    d) document the class suspension in accordance with student information system (PowerSchool) reporting requirements;
    e) ensure that the student is provided with supervised learning opportunities for the class period; and
    f) notify the student's parent/guardian about the class suspension as soon as reasonably practical.

Principal Role and Responsibilities

3) A principal may suspend a student, for unacceptable student behaviour, up to a maximum of 5 school days. A principal may suspend a student:
    a) from school;
    b) from one or more class periods or courses;
    c) from riding in a school bus; or
    d) from any school-related activity.

In-school Suspension

4) When a principal determines that a student's continued attendance at school can be safely maintained while temporarily removing the student from their regularly assigned classroom or program, the principal shall:
    a) promptly inform the parent(s)/guardian(s) and student, if 16 years of age or older;
    b) issue a *Notice of In-School Suspension | 1 to 5 Days*;
    c) explain the reasons for the suspension and answer questions regarding the decision;
    d) ensure the student has supervised access to learning opportunities that support continuity of learning during the in-school suspension; and
    e) establish a plan for Reintegration and ongoing supports.

Suspension from School Attendance

5) When a principal suspends a student from school attendance, the principal shall:
    a) promptly inform the parent(s)/guardian(s) and student, if 16 years of age or older;
    b) issue a *Notice of Suspension from School Attendance | 1 to 5 Days*;
    c) explain the reasons for the suspension and answer questions regarding the decision;
    d) ensure the student has access to learning opportunities that support continuity of learning during the suspension; and
    e) establish a plan for Reintegration and ongoing supports.

Suspension for More than Five School Days

6) Prior to the end of a student's suspension, a principal may recommend expulsion if:
    a) the student has displayed an attitude of willful, blatant and repeated refusal to comply with the *Student Code of Conduct* (AR 6005);
    b) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school; or
    c) the student has distributed an intimate image of another person knowing that the person depicted in the image did not consent to the distribution, or being reckless as to whether or not that person consented to the distribution.
7) If the principal, in consultation with the education director, decides to recommend expulsion, the principal must:
    a) immediately issue a *Notice of Suspension with Recommendation for Expulsion | More than 5 Days;* or, prior to the end of a student suspension of up to 5 school days, issue a *Notice of Recommendation for Expulsion | More than 5 Days;*
    b) as soon as is practical and in advance of the expulsion hearing, issue a Suspension with Recommendation for Expulsion | Hearing Notification and required attachments;
    c) prior to the expulsion hearing, meet with the parent(s)/legal guardian(s) and student (if 16 years of age or older) to review the Suspension with Recommendation for Expulsion | Hearing Notification and discuss the reasonableness of the principal's recommendation;
    d) provide the Board Delegate and Area Office with a copy of the *Suspension with Recommendation for Expulsion | Hearing Notification*.
8) As indicated in the *Notice of Suspension with Recommendation for Expulsion | Hearing Notification*, parent(s)/guardian(s) and students, when 16 years of age or older, are provided with the opportunity to participate in the expulsion process.

Expulsion Resolution

9) Within ten instructional days of the initial suspension, the Board Delegate shall issue a written *Expulsion Resolution* that:
    a) Reinstates the student; or
    b) expels the student and identifies the student's educational placement.
10) If the student is expelled, the expulsion takes effect immediately following the communication of the written *Expulsion Resolution* to the parent(s)/guardian(s), and student if 16 years of age or older.
11) The *Expulsion Resolution* shall identify:
    a) the student's educational placement;
    b) any conditions with which the student is expected to comply;
    c) recommended supports and interventions; and
    d) the right to request a Ministerial review.
12) An expulsion or any rule or condition pursuant to an expulsion may apply to a student beyond the school year in which the student is expelled.
13) The Board Delegate shall ensure an expelled student receives an educational program, appropriate supports and transition planning.

Absence of the Principal

14) In the absence of a principal, the education director may suspend a student for unacceptable student behaviour under section 7(3).
15) If the education director suspends a student for unacceptable student behaviour, the education director must direct the school administration to complete the requirements of 7(4), 7(5), or 7(6) this regulation, as applicable.
16) If the education director suspends a student for unacceptable student behaviour, the education director must:
    a) not perform the duties of the Board Delegate under 7(9) of this regulation with regard to that student, and
    b) refer the matter to another Board Delegate, who must perform the duties under 7(9) of this regulation, as applicable.

Suspension by Another School Authority

17) A student who is under suspension by another school authority will not be admitted to a CBE school until the matter has been resolved by the other school authority.

8 | History

Approval	February 8, 2002
Revision/Review Dates	February 15, 2003 June 18, 2004 September 1, 2005 August 1, 2008 November 30, 2026
Next Review	November 2031

9 | Related Information

Operational Expectations

- OE-1: Global Operational Expectations
- OE-2: Learning Environment/Treatment of Students
- OE-8: Communicating and Engaging With the Public

Administrative Regulations

- AR 1047: Vandalism
- AR 1062: Responsible Use of Electronic Information Resources
- AR 6005: Student Code of Conduct
- AR 6006: Progressive Student Discipline
- AR 6014: Student Searches
- AR 6024: Student Records

Legislation

- *Education Act*, SA 2012, c. E-0.3

Documents / Other

- Supporting Positive Behavior in Alberta Schools: An Intensive Individualized Approach