

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
NO. 707 SUSPENSION OF STUDENTS	February 13, 1996	May 9, 2000 January 29, 2002 December 2018	1 of 7

It is the policy of the Tri-County Regional **Centre for Education** to follow the *Education Act* (Suspension of Student, Section 122, 123, 124, 125, and 126, p. 31 and 32, 2000) when it becomes necessary to suspend a student from school and authorize all principals to follow the procedures exactly as outlined in the Act with the exception of 125(a) and 125(2) and Appendix “A” 16 and 18 which have been changed with the approval of the Department of Education. Further, the Provincial School Code of Conduct Policy is to be followed prior to issuance of any student suspension.

PROCEDURE under Policy No. 707

- 122 Where a student enrolled in a public school is persistently disobedient or defiant or conducts themselves in a manner likely to affect injuriously the proper conduct of the school or the welfare or education of other students enrolled in the school, the principal, or the person in charge of the school, may suspend the student for a period of not more than five school days.
- 123 (1) When a student is suspended pursuant to Section 122 the principal or other person in charge of the school shall immediately notify, in writing, the student, the student’s teachers, the **Regional Centre for Education** and the student’s parents of the reasons for the suspension.
- (2) The student or the student’s parents may request a review of the suspension pursuant to Section 122 by the Regional Centre for Education within three school days of receiving the notice pursuant to subsection (1).
- (3) The **Regional Centre for Education** shall
- a. confirm the suspension under Section 122; or
 - b. order that the suspension be revoked and that the suspension be removed from the record of the student.
- 124 (1) Where the student is suspended pursuant to Section 122 and the principal is of the view that the student should be suspended for a period greater than ten (10) school days, the principal may in writing, make a recommendation with reasons to the **Regional Centre for Education** that the student be suspended for a period greater than five school days.

PROCEDURE under Policy No. 707 cont'd

(2) When a recommendation is made pursuant to subsection (1), the **Regional Centre for Education** shall immediately notify, in writing, the student's parents of the principal's recommendation and reasons.

(3) Within seven days of having received the recommendation of the principal under subsection (1), the **Regional Centre for Education** shall

- a. dismiss the principal's recommendation; or
- b. extend the suspension of the student for a period of greater than five school days.

(4) Where the suspension of a student begins within two months of the end of the school academic year, the period of time for which a **Regional Centre for Education** may extend the suspension under subsection (3) may include a portion of the next academic year.

(5) The **Regional Centre for Education** shall notify the student, the parents of the student, the student's teachers, the principal or person in charge of the school of its decision under subsection (3) within three days of the meeting at which the decision was made.

(6) Where the **Regional Centre for Education** decides under subsection (3) to extend the suspension of the student, the **Regional Centre for Education** shall include in its notice under subsection (5)

- a. the period for which the student is to be further suspended;
- b. the reasons for the decision to further suspend the students; and
- c. the right of the student and of the student's parents to appeal the decision.

(7) When a student or the parent of a student has been notified of the suspension of the student pursuant to (5), the student or the parent may, within seven days of receiving such notice, appeal the suspension to the **Regional Centre for Education**.

(8) The **Regional Centre for Education** shall, upon receipt of a notice of appeal pursuant to subsection (7)

- a. immediately notify the parent of the student and the student of the time and place of the hearing of the appeal and the right of the student or parent, or both, to appear in person with or without counsel;
- b. within ten days of receipt of the notice of appeal, hold a hearing and confirm, revoke, or vary the decision of the **Regional Centre for Education**.

(9) Within three clear days of the hearing, the **Regional Centre for Education** shall notify the student, the student's parent, the student's counsel, the student's teachers and the principal or person in charge of the school of its decision, which decision shall be final and binding.

125 (1)* The powers and duties of the **Regional Centre for Education** set out in subsections 123(3) and 124(3) may be performed

- a. if so directed by the **Regional Centre for Education**, by one or more committees consisting of the superintendent and two board members of the **Regional Centre for Education**, one of whom shall act as chair of the committee;
- b. if so directed by the **Regional Centre for Education**, by the school advisory council of the school or a committee of the school advisory council;
- c. with approval of the Minister, by one or more committees of persons designated by office or named by the **Regional Centre for Education**.

(2)** The power and duties of the **Regional Centre for Education** set out in subsection 124(8) may be performed, if so directed by the Regional Centre for Education, by one or more committees consisting of the superintendent and two members of the Regional Centre for Education, one of whom shall act as chair of the committee.

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Where a student is suspended for more than ten school days, the Regional Centre for Education, in consultation with the student's parent, shall make every reasonable effort to provide alternative arrangements for the education of the student, in accordance with the regulations.

* In the case of the Tri-County Regional **Centre for Education** only, and with the approval of the Minister of Education, if the School Advisory Council has not assumed the responsibility of student suspensions as designated in Section 125(b) of the Education Act, 2000, the **Regional Centre** shall convene a Review Committee comprising of

- Two Coordinators and at least one additional Coordinator or Consultant.

** The Appeal Committee shall consist of the **Regional Executive Director** and the Director of Programs and Student Services or designate.

A student who is suspended will make arrangements for obtaining any schoolwork assigned during the period of the suspension. The school will ensure that the work is readily available for the student on a daily basis.

Following a suspension, the returning student will be given the opportunity to complete any assignments, tests, projects, etc., that may have taken place or been due during the period of suspension. The teacher may decide to drop the mark of the missed work in the calculation of the final mark.

Please see Appendices A, B, C, and D attached and forming part of Policy 707

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION NOTICE OF SUSPENSION
ELEMENTARY SCHOOLS
(Ten (10) days and under)**

Parents/Guardians:

Address:

Postal Code:

Dear _____

Please be advised that your student is suspended from school and all school-related activities for _____ days. The actual dates of suspension are as follows: _____
_____.

During a suspension, students are not permitted to be on school property. Student may return to school on _____.*

Before returning to class, please meet with _____ at _____ a.m./p.m. to discuss the school's Code of Behaviour.

This suspension is necessitated by _____
_____.

If you wish to have a review of this suspension you may request a review within three (3) school days of receiving this notice. For a review, contact **Regional Executive Director** at 79 Water Street, Yarmouth, B5A 1L4, telephone 749-5682

Sincerely

Signature of principal

c: Student
Teacher
Regional Executive Director

For Office Use:

Student's full name: _____
Grade: _____ Age: _____ # of previous out-of-school suspensions: _____

In the event that a recommendation for a period greater than ten (10) days has been made to the **Regional Executive Director**, the return date will be recorded as "pending review of recommendation for a period greater than ten (10) school days".

APPENDIX B under Policy 707

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION NOTICE OF SUSPENSION
JUNIOR/SENIOR HIGH SCHOOLS
(Ten (10) days and under)**

Parents/Guardians:

Address:

Postal Code:

Dear _____

Please be advised that you are suspended from school and all school-related activities for _____ days. The actual dates of suspension are as follows: _____.

During a suspension, students are not permitted to be on school property. You may return to school on _____.*

Before returning to class, please meet with _____ at _____ a.m./p.m. to discuss the school's Code of Behaviour. This suspension is necessitated by _____.

If you or your parents wish to have a review of this suspension you may request a review within three (3) school days of receiving this notice. For a review, contact the **Regional Executive Director**, 79 Water Street, Yarmouth, N. S. B5A 1L4, telephone 902-749-5682 or 1-800-915-0113.

Sincerely

Principal

c: Parents
Teacher
Regional Executive Director

For Office Use:

Student's full name: _____

Grade: _____ Age: _____ # of previous out-of-school suspensions: _____

- In the event that a recommendation for a period greater than **ten (10)** days has been made to the Regional Executive Director, the return date will be recorded as "pending review of recommendation for a period greater than ten (10) school days".

APPENDIX C under Policy 707

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION RECOMMENDATION OF
SUSPENSION FOR A PERIOD GREATER THAN TEN (10) SCHOOL DAYS**

TO: **Regional Executive Director**

FROM: _____, Principal

RE: Recommendation of Suspension for a Period Greater than **ten (10)** School Days

DATE: _____ SCHOOL: _____

Number of days requested beyond 10 days: _____

Student: _____ D.O.B.: _____

Grade: _____

Parents: _____

Address: _____

Previous suspensions during current school year:

Reasons for recommendation to suspend for a period greater than ten (10) school days

c: Parents
Student
Regional Executive Director

Appendix D Under Policy 707

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
SUSPENSION GREATER THAN TEN (10) SCHOOL DAYS**

Dear _____

This letter is sent to inform you that the Tri-County Regional Centre for Education has reviewed the recommendation that you be suspended from school for a period of time greater than **ten (10)** school days.

The decision was made to

This suspension is for the following reasons:

During the term of this suspension you are not permitted to be on school property.

Within seven (7) days of receiving this notice, either you or your parents may appeal the suspension. To appeal the suspension, please contact the **Regional Executive Director**, 79 Water Street, Yarmouth, N. S. B5A 1L4; Telephone (902) 749-5682 or 1-800-915-0113.

As outlined in the *Education Act*, you will be immediately notified of the time and place of the hearing of the appeal and the right of the student or parent, or both, to appear in person with or without counsel.

Sincerely,

Superintendent

c: Parent/Guardian
Principal
Teacher

For Office Use:

Student's full name: _____

Grade: _____ Age: _____ # of previous out-of-school suspensions: _____