



GENERAL SCHOOL ADMINISTRATION

SUSPENSIONS AND EXPULSIONS 426

Rationale

Students can negatively affect the school's learning environment and therefore the ability of all classmates to receive the education to which they are entitled. Both the quality of instruction and the learning process are dually maintained by making it clear to disruptors, through the use of suspensions, that unruly behavior will not be tolerated.

Policy

Suspension shall be recognized as an effective tool to encourage and enforce self-discipline and appropriate behavior.

Expulsion shall be used when the continued presence of the student at the school is either a threat to the staff and students or an impediment to either the quality of instruction or the learning process.

Procedure

- 1.1 In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CISVA policy. This serious infraction may lead to the student's being suspended or expelled from the school. When dealing with such matters, schools are required to act for the protection of all members of the school community.
 - 1.1.1 An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is considered to be a serious penalty for behaviour which, if continued, would ultimately result in an expulsion.
 - 1.1.2 The Principal is required to investigate fully every serious infraction to the best of his/her ability and is required to maintain documentation that accurately records the incident and the investigation. This documentation would be used to support the school's decision to suspend and/or expel.
 - 1.1.3 A suspension is decided upon by the Principal or Vice-Principal only after thorough investigation. The length of the suspension must fit the severity of the infraction. No student shall be suspended for a period exceeding one school day without prior consultation between the Principal or Vice-Principal and the Pastor/Archbishop's Representative and/or the Chairperson of the Education Committee. A written notification of suspension must be given to the parents or guardians. The letter must contain the school's expectations of the student if re-admission to the school is granted.
 - 1.1.4 If the Principal has determined that the incident is serious enough to warrant expulsion, the Principal must immediately consult the Pastor/Archbishop's Representative and the Education Committee Chairperson. During this consultation period, the student will be suspended. After the consultation, the Principal will make his/her decision about the expulsion and inform the student's



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parents or guardians, either in person or by telephone.

1.1.5 Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.

1.1.6 Parents may appeal a suspension or expulsion decision. (See Policy 302 – Complaint Policy)

1.2 **THE APPEAL OF AN EXPULSION**

When an appeal of an expulsion is brought to an education committee, an appeal sub-committee will be appointed to hear the case. The decision to overturn the expulsion must be based on one or more of the following points:

1.2.1 Did the student commit the infraction he/she is accused of?

1.2.2 Is the infraction covered by policy and does the policy require or allow expulsion?

1.2.3 Is the policy being applied properly? (*The wording in some policies is intentionally broad, e.g. gross misconduct. Was this infraction intended to be considered gross misconduct?*)

1.2.4 Has the school followed its own and Archdiocesan policy regarding the handling of the expulsion? (*proper notification in writing, time lines, etc.*)

1.2.5 At the appeal the principal and the appellant will present their case addressing 1.2.1, 1.2.2, 1.2.3 and 1.2.4 in writing with any necessary documentation.

1.2.6 The parents or guardians may choose, but are not required, to ask a lawyer to assist them in their appeal process. The cost of such legal assistance will be the sole responsibility of the parents or guardians. If parents or guardians decide to have legal representation, they must communicate this to the Principal or his/her representative 7 days in advance of the filing an appeal. This notification will provide the school with the opportunity to seek its own legal representation during the process.



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Reference: Procedural Fairness, Best Practice Guidelines for Independent Schools Cross-reference: Policy 302 - Complaints	Approved: Board of Directors
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