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SUSPENSION OF STUDENTS Regional Code of Conduct	Page 1 of ?

<i>DEPARTMENT</i>	<i>SECTION</i>
Department Name	Section Name

<i>BOARD APPROVED: October 13, 2004</i>
<i>REVISED: 2011</i>
<i>REF: AP #995</i>
<i>MONITORING DATE: Annually Every Five Years</i>
<i>RELATED POLICIES & DOCUMENTS:</i>
<ul style="list-style-type: none"> • Nova Scotia Department of Education, School Code of Conduct, 2001 • Nova Scotia Department of Education (February 2005), Provincial School Code of Conduct and School Code of Conduct Guidelines • Education Act, 1996 • Nova Scotia Department of Education, Student Records Policy (August 2006) • SSRSB Policy #795: Race Relations, Cross Cultural Understanding, and Human Rights • SSRSB Policy #945: Student Assessment and Communication of Student Learning • SSRSB Policy #280: Student Transportation Discipline

(This policy replaces SSDSB Policy# 995)

As part of its responsibilities under section 64 (2) (r) of the *Education Act*, the South Shore Regional School Board has committed to establishing a regional policy that supports the provincial Code of Conduct and assisting schools in the development of a School Code of Conduct.

It shall be the policy of the South Shore Regional School Board to follow The Education Act (*Student Conduct Suspension of Students, Sections 121-127 122, 123, 124, 125, and 126, p. 431 and 432, 1996*) when it becomes necessary to suspend a student from school, and the School Board authorizes All principals are expected to follow the procedures exactly as outlined in the Education Act.

BELIEFS

The South Shore Regional School Board believes:

- It is the right of all students and staff to learn, teach, work, and interact in a safe, secure, and healthy environment, free from any form of violence, intimidation, threat, abuse, or mistreatment.
- Student learning is maximized in positive, inviting, safe and caring school environments where all members of the school community demonstrate standards of behaviour consistent with the principles of respect, responsibility and rights.

- A proactive approach to discipline is the most effective method of achieving a school climate that is conducive to both teaching and learning.
- Proactive approaches to discipline and consequences will be appropriate for each individual student.
- Behaviour is learned; therefore, behaviour can be influenced and acceptable behaviours can be explicitly taught and learned.
- Selection of appropriate consequences should promote long-term benefits for the students.
- Punishment, in and of itself, does not support long term benefits for students.
- School codes of conduct assist individuals with self-discipline.
- Discipline which is proactive encourages students to accept responsibility for the consequences of their actions and to understand their value to individuals and society.
- Inappropriate behaviour will never be ignored; appropriate action will always be taken.

This policy supports these beliefs by describing a regional approach to promoting appropriate behaviour and outlining a range of consequences which fosters positive change for inappropriate behaviour, including student suspension.

GUIDING PRINCIPLES FOR THE DEVELOPMENT OF SCHOOL CODE OF CONDUCT

The expectations for appropriate behaviour defined in the Nova Scotia School Code of Conduct apply to all school members. To support safe, secure, and healthy school climates, all members of our school communities must abide by three universal principles:

- It is expected that school members will show respect for the rights, property, and safety of themselves and others.
- It is expected that school members will accept personal responsibility for their behaviour in order to maintain a safe and productive learning environment.
- It is expected that school members will honour the rights of others through learning and demonstrating appropriate behaviour in the context of social responsibility.

GENERAL PRINCIPLES FOR RESPONDING TO INAPPROPRIATE BEHAVIOURS

A range of proactive interventions should be used to promote the desired changes in student behavior in the context of social responsibility. Appropriate consequences should be initiated when non-compliance with behavioural expectations persists. All School Codes of Conduct must reflect the following principles when outlining steps to address inappropriate behaviour:

- Consequences will be appropriate for each individual student.
- Consequences will be based on consideration of all relevant information about the student received by the school from qualified Special Education, medical, psychological professionals, and other agency professionals as appropriate.
- Consequences should reflect the frequency, severity, and intensity of the inappropriate behaviour.
- Consequences will make sense to the students, as much as possible. Consistency and fairness should be evident to the student and to his/her parents.
- Consequences for racial, ethnic and human rights violations, sexual harassment, bullying, and homophobic acts must align with the South Shore Regional School Board RCH Policy, 795.

Consequences Specifically Forbidden:

In applying School Codes of Conduct, there are consequences that are specifically forbidden. These include:

- corporal punishment.
- use of collective responsibility (group punishments) in disciplinary procedures.
- use of academic work as a disciplinary procedure (i.e.: assigning extra academic work to punish misbehaviour).

~~122 — Where a student enrolled in a public school is persistently disobedient or defiant or conducts himself or herself 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 School Board 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 School Board within three school days of receiving the notice pursuant to subsection (1).~~

~~Where there is a School Advisory Council for a school, the School Board has delegated this responsibility to the Suspension Review Committee of the School Advisory Council.~~

~~(3) — The School Board or the Suspension Review Committee of the School Advisory Council 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 a 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 five school days, the principal may, in writing, make a recommendation with reasons to the School Board or the Suspension Review Committee of the School Advisory Council that the student be suspended for a period greater than five school days.~~

~~(2) — When a recommendation is made pursuant to subsection (1), the School Board or the Principal, through the Suspension Review Committee of the School Advisory Council shall immediately notify, in writing, the student and 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 School Board or the Suspension Review Committee of the School Advisory Council 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 School Board/ Suspension Review Committee of the School Advisory Council may extend the suspension under subsection (3) may include a portion of the next academic year as applicable.~~

~~(5) — The School Board or the Suspension Review Committee of the School Advisory Council 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. The Manager of Transportation shall also be notified of the suspension.~~

~~(6) — Where the School Board or the Suspension Review Committee of the School Advisory Council decides under subsection (3) to extend the suspension of the student, the School Board/ Suspension Review Committee of the School Advisory Council 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 student; 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 School Board through the Superintendent of Schools.~~

~~The School Board has created an Appeal Suspension Committee comprised of the Superintendent of Schools and two Board Members to perform the responsibilities set out in subsections 124(8) and 124(9) of the Education Act.~~

~~(8) — The School Board or the Superintendent of Schools 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 School Board.~~

~~(9) — Within three days of the hearing, the School Board/the Superintendent of Schools shall notify the student, the student's parent, the student's counsel, the student's teachers and principal, or person in charge of the school, of its decision, which decision shall be final and binding.~~

~~126 — Where a student is suspended for more than five school days, the School in consultation with the School Board, and parent(s), shall make every reasonable effort to provide alternative arrangements for the education of the student, in accordance with the regulations.~~

Requiring student to leave class

~~121 — Where a student in a class is persistently disobedient or defiant or acts in a manner likely to affect injuriously the proper conduct of the class or the welfare or education of other students~~

~~in the class, the teacher of the class may require the student to leave the class and shall refer the student to the principal. 1995-96, c. 1, s. 121.~~

Suspension

~~122 — Where a student enrolled in a public school is persistently disobedient or defiant or conducts himself or herself 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. 1995-96, c. 1, s. 122.~~

Review of suspension

~~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 school board 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 school board within three school days of receiving the notice pursuant to subsection (1).~~

~~(3) — The school board 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. 1995-96, c. 1, s. 123.~~

Extended suspension

~~124 (1) — Where a 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 five school days, the principal may, in writing, make a recommendation with reasons to the school board that the student be suspended for a period greater than five school days.~~

~~(2) — When a recommendation is made pursuant to subsection (1), the school board shall immediately notify, in writing, the student and 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 school board 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 school board may extend the suspension under subsection (3) may include a portion of the next academic year.~~

~~(5) — The school board 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 school board decides under subsection (3) to extend the suspension of the student, the school board 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 student; 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 school board.~~

~~(8) — The school board 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 school board.

(9) — ~~Within three clear days of the hearing, the school board 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. 1995-96, c. 1, s. 124.~~

Manner of exercising certain powers and duties

125 (1) — ~~The powers and duties of the school board set out in subsections 123(3) and 124(3) may be performed~~

(a) — ~~if so directed by the school board, by one or more committees consisting of the superintendent and two members of the school board, one of whom shall act as chair of the committee;~~

(b) — ~~if so directed by the school board, by the school advisory council of the school or a committee of the school advisory council;~~

(c) — ~~with the approval of the Minister, by one or more committees of persons designated by office or named by the school board.~~

(2) — ~~The power and duties of the school board set out in subsection 124(8) may be performed, if so directed by the school board, by one or more committees consisting of the superintendent and two members of the school board, one of whom shall act as chair of the committee. 1995-96, c. 1, s. 125.~~

Alternative educational arrangements

126 — ~~Where a student is suspended for more than five school days, the school board, 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. 1995-96, c. 1, s. 126.~~

Suspension of school bus rights

127 (1) — ~~The principal of a public school, or such other supervisory person as may be designated by the school board, may suspend a student's right to use the school bus if, in that person's judgment, the student has refused to comply with reasonable rules or regulations of the school board or directions given by the bus driver or if, in that person's judgment, the behaviour of the student while on the bus endangers the safety of others using the bus.~~

(2) — ~~A person who suspends a student's right pursuant to subsection (1) to use the school bus shall report this action immediately to the school board and inform the student's parent by the speediest method convenient of that person's action.~~

(3) — ~~Where the student's right to use the school bus has been suspended for a period of more than two days, the student and the student's parent shall be notified in writing of the reason for the suspension and, where the suspension is for a period of more than five school days, of the right of appeal pursuant to subsection (4).~~

(4) — ~~Where a student is suspended for a period of more than five school days, the parent of the student or the student, if the student is of the age of majority, may, within seven days of receiving notice of the suspension pursuant to subsection (3), appeal the decision to suspend.~~

(5) — ~~Where a notice of appeal has been received by the school board pursuant to subsection (4), the balance of the suspension shall be stayed until the school board confirms, revokes or varies the suspension.~~

- (6) ~~The school board shall, upon receipt of a notice of appeal~~
(a) ~~immediately by registered mail notify the parent of the student, or the student, where the student is of the age of majority, of the time and place of the hearing of the appeal; and~~
(b) ~~within ten days of receipt of the notice of appeal, hold a hearing respecting the suspension and within three school days following that hearing confirm, revoke or vary the decision to suspend.~~
- (7) ~~No parent or other person in charge of any student, having been sent by the school board by registered mail a notice of suspension of the student's right to use the school bus, shall cause, encourage or permit the student to use the bus during the period of time during which the suspension is in effect. 1995-96, c. 1, s. 127.~~

Appendix "A"

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SOUTH SHORE REGIONAL SCHOOL BOARD General Information Regarding Suspension of Students

Who can suspend?

- ~~1. School Administrators: Principal, Vice-Principals~~

How long can suspension be?

- ~~1. School Administration
 - ~~— maximum of 5 (five) school days~~
 - ~~— can recommend suspension up to the remainder of the school year~~
 - ~~— if the suspension takes place within the last two months of the school year the suspension may be extended into a portion of the next school year.~~~~

Suspension Review

- ~~1. Can be requested by parent/guardian for any suspension under 5 (five) days.~~
- ~~2. Review is done by SAC Suspension Review Committee.~~
- ~~3. Committee can make only one of two decisions:
 - ~~— uphold the suspension~~
 - ~~— revoke the suspension with record of such destroyed.~~~~
- ~~4. The decision of the SAC Suspension Review Committee is final. It cannot be appealed.~~

Recommendations for Suspensions in Excess of 5 (Five) Days

- ~~1. Recommendations are dealt with by the SAC Suspension Review Committee.~~
- ~~2. The committee is at liberty to
 - ~~— extend the suspension~~
 - ~~— dismiss the recommendation~~
 - ~~— vary the recommendation.~~~~
- ~~3. The decision of the SAC Suspension Review Committee can be appealed to the School Board.~~

Obligation to Provide Education

- ~~1. For students who are suspended for an extended period of time there is an obligation by the School Board/School to provide some means of programming for the students. This usually takes the form of correspondence courses, materials sent home, etc.~~

Suspension Hearing

1. ~~Who attends:~~
 - ~~suspended student and his/her parents/guardians are invited~~
 - ~~SAC Suspension Review Committee~~
 - ~~School Administration~~
 - ~~Superintendent of Schools, if available.~~
2. ~~Is an in-camera meeting.~~

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3. ~~The administration will inform all parties of the hearing date and time~~
 - ~~committee members will be told the student's name and the recommendation made.~~
 - ~~parents will be informed of the process and that no contact is to be made with committee members prior to the hearing.~~

Suspension Hearing Process

1. ~~Written summary of the student's discipline and academic record will be presented to the Suspension Review Committee members and parents~~
 - ~~all copies of this summary will be returned following the meeting.~~
2. ~~The school administration will meet with the Suspension Review Committee prior to including the student and his/her parents/guardians for the purpose of:~~
 - ~~selecting a chairperson~~
 - ~~reviewing the hearing process.~~
3. ~~Suspended student and parents will be invited into meeting~~
 - ~~if the parents come with a solicitor, the meeting is to be adjourned and the Superintendent of Schools contacted. The Superintendent of Schools will contact the Board solicitor and another hearing will be scheduled.~~
4. ~~Administration will introduce all parties.~~
5. ~~Administration will review the specific incident, the discipline record of the student, other background information and the reason for the action taken.~~
6. ~~The student and his/her parents/guardians will then be given the opportunity to present information.~~
7. ~~The Suspension Review Committee may then ask questions of either parties.~~
8. ~~The student, parents/guardians and the administration are excused from the meeting while the Committee makes a decision~~
 - ~~before leaving the student and parents/guardians are told they will be informed of the decision within 3 (three) days.~~
 - ~~the administration will be available to the Committee after being excused to answer any questions.~~
9. ~~The decision will be communicated to the administration, who will then inform the parents/guardians ASAP.~~
10. ~~Formal correspondence of the decision will follow from the school's administration.~~

Suspension Appealed to the Board

~~Appeal will be heard by a committee of three: two Board Members and the Superintendent of Schools.~~

1. ~~Who can attend:~~
 - ~~suspended student and his/her parents/guardians~~
 - ~~school administration and one member of the SAC Suspension Review Committee.~~

- ~~2. Generally the same process will be used as in the SAC Suspension Hearing.~~
- ~~3. The decision of the Board Suspension Committee is final.~~

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DEFINITIONS

Parents – parents(s) and/or guardian(s) who have legal responsibility for the student.

School Members – students, parents, teachers, principals, staff employed by the school board, other staff engaged to provide services at the school, volunteers, visitors, and any persons who have contact with students and staff in the school setting.

School Code of Conduct – a set of written principles that outlines the expectations of conduct at the school level.

Classroom Code of Conduct – a set of written principles that outlines the expectations of conduct at the classroom level.

Appropriate Behaviour – behaviour that is considered acceptable and appropriate by school staff and is based on pre-determined standards as outlined in a “code of conduct”.

Inappropriate Behaviour – behaviour that is not considered acceptable and appropriate by school staff and is based on pre-determined standards as outlined in a “code of conduct”.

Minor Misconduct – behaviour that interrupts the orderly operation of any school activity, regardless of where it may occur.

Disruptive Behaviour – behaviour that is not frequent or serious enough to significantly interrupt the learning climate of the school, endanger the well-being of others, or damage school property.

Severely Disruptive Behaviour – behaviour that is frequent or serious enough to significantly disrupt the learning climate of the school, endanger the well-being of others, or damage school property.

ROLES AND RESPONSIBILITIES

School Boards

School boards are required by the Education Act to develop and maintain schools as safe, quality learning environments. In meeting this requirement, the South Shore Regional School Board will:

- ensure the involvement of members of the Board and school communities in the development and review of policy and procedures regarding the regional and School Code of Conduct
- ensure that principals and School Advisory Council members receive appropriate training on the roles and responsibilities of SAC Discipline Committees.
- ensure that this policy is reviewed at least every five years.

Principals

It is the duty of all principals to ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment. In carrying out this duty, it is expected that principals will, in accordance with appropriate sections of the Act: (*Education Act*, section 64(2)(f) *Education Act*, Section 38(2)(e)):

- determine the appropriate consequences for inappropriate behaviour by taking into account the school environment, patterns of behaviour among students, and impact of inappropriate behaviours on the school environment;
- develop and implement a School Code of Conduct which aligns with the provincial Code of Conduct guidelines, and which is consistent with the relevant board policies;
- maintain a data collection system for tracking incidents that can be used to analyze patterns of behaviour to help inform decision-making regarding Code of Conduct;
- ensure the School Code of Conduct reflects a proactive and sustained approach toward developing positive student behaviour;
- ensure that provincial and school board policies are followed within their schools
- ensure that the program planning process has been or will be held to examine resources that can be made available to support the student's success when a student's behaviour or suspension pattern becomes chronic;
- ensure that interagency collaboration occurs, when appropriate, to support student success;
- refer to appropriate agency when behavior contravenes the criminal code;
- if incident includes racial, ethnic, or human rights, sexual harassment, bullying, homophobic acts, or hate crimes and propaganda, ensure the investigating and reporting procedures are followed as per RCH Policy 795;
- make every reasonable effort to provide alternate arrangements for the education of a student who has been suspended.

Teachers

It is the duty of all teachers in public schools to take all reasonable steps necessary to create and maintain an orderly and safe learning environment. In carrying out this duty, it is expected that teachers will:

- participate in the development of s School Code of Conduct, as required
- involve students in the development of classroom Codes of Conduct that aligns with the school code of conduct;
- apply school and classroom Codes of Conduct consistently;
- practice, model and teach methods to resolve conflict in a peaceful and respectful manner;
- employ strategies to recognize and support appropriate behaviours in their classrooms;
- communicate to students the possible consequences of inappropriate behaviour;
- apply interventions to assist with appropriate changes in behavior;
- refer students to program planning who persistently demonstrate inappropriate behavior;
- report to the principal or other authorized persons, any student who persistently behaves in inappropriate ways, or any situation involving a potential threat to the safety of school members;
- communicate with parents regularly;
- engage in professional development opportunities, where available, to develop skills and strategies in classroom management that promotes appropriate behaviour.

Students

All students are expected to contribute to an orderly and safe learning environment. To carry out this responsibility, it is expected that students will do the following in accordance with appropriate sections of the Act:

- participate in the development of school and classroom Codes of Conduct, as required;
- comply with the Codes of Conduct of the classroom, school and the Board;
- take responsibility for their behaviour when they are on or near school premises, participating in a school-related activity off of school property, and while traveling on a school bus or other motorized method of conveyance operated and/or hired by the board;
- respect the right(s) and property of others in the school community;
- learn and practice methods to resolve conflict in a peaceful and respectful manner;
- attend school regularly, punctually, and actively engage in learning.

Parents

Parents have a duty to cooperate with schools and support their children in achieving learning success. In carrying out this duty, it is expected that parents will:

- participate in the development and be aware of their school Codes of Conduct;
- support their children's teachers in their efforts to provide an education for their children;
- reinforce the need for and value of appropriate behaviours;
- communicate regularly with their children's school;
- ensure that their children attend school regularly and punctually and encourage active engagement in their learning.
- provide the school with accurate information about their child and their learning needs.

The School Advisory Council is a legislated body comprised of parents, staff, community members, and students, where appropriate. The School Advisory Council will:

- provide advice on the development of school policies that promote academic excellence and a positive learning environment;
- form a School Discipline Committee comprised of members who are parents or community representatives of the School Advisory Council and act as the Suspension Review Committee as delegated by the Board;
- participate in the development of Board and school Codes of Conduct through appropriate committees.

PROMOTING AND RECOGNIZING APPROPRIATE BEHAVIOURS

All school Codes of Conduct will incorporate initiatives to encourage appropriate behaviour. Appropriate student behaviour should be recognized and supported by all members of the school community.

Schools will develop strategies will be developed to:

- support increased potential for the student to achieve academic and social success (e.g., preparedness, use of effective listening skills, productive work habits, etc.);
- promote social justice, goodwill and harmony among members of the school community (e.g., inclusion, acceptance, respect, fairness, etc.);
- support increased potential for the student to be an active contributing member of society (e.g., involvement in civic and social opportunities/events; involvement in co-curricular activities, etc.).

RESPONDING TO INAPPROPRIATE BEHAVIOURS

Proactive Approaches

1. A range of proactive interventions should be used to promote the desired changes in student behaviour.
2. Appropriate consequences should be initiated when non-compliance with behavioural expectations persists.
3. All School Codes of Conduct must reflect the following principles when outlining steps to address inappropriate behavior. Consequences will:
 - a. be appropriate for each individual student taking into consideration the whole child. Some factors to consider:
 - i. age and stage of development
 - ii. special needs
 - iii. social/emotional needs
 - iv. learning needs including level of cognitive functioning
 - b. be based on consideration of all relevant information about the student received by the school from qualified Special Education, medical and psychological professionals.
 - c. reflect the legality, frequency, severity and intensity of the inappropriate behaviour;
 - d. include an educational component specific to the behavior;
 - e. reasonably be seen as being consistent and fair and make sense to the student and their parents.

Consequences Specifically Forbidden

In applying School Codes of Conduct, there are consequences that are specifically forbidden. These include:

1. corporal punishment;

2. use of collective responsibility (group punishments) in disciplinary procedures;
3. use of academic work as a disciplinary procedure; i.e., assigning extra academic work to punish misbehaviour;
4. use of evaluation procedures as a disciplinary procedure; i.e.: arbitrarily assigning a test to an individual or class that is behaving inappropriately.

Inappropriate Behaviours

1. Minor Misconduct

- a. Behaviour that interrupts the orderly operation of the classroom, the school, the school grounds, halls or other areas used for school activities should be addressed in a manner consistent with the School Code of Conduct by individuals responsible for such supervision.
- b. Some examples of minor misconduct are:
 - i. creating minor disturbance in or out of class,
 - ii. off-task behaviours,
 - iii. tardiness.
- c. Minor misconduct will occasionally require the intervention of school administrators.

2. Disruptive Behaviour

- a. Behaviour that disrupts the learning environment but is not frequent or serious enough to significantly interrupt the learning climate of the school, endanger the well-being of others or damage school property.
- b. Examples of disruptive behavior (a chart of disruptive behaviours with a range of possible actions/consequences is found beginning on page 20 of the *Provincial School Code of Conduct and School Code of Conduct Guidelines*):
 - i. chronic minor offences
 - ii. smoking
 - iii. non-directed profanity
 - iv. disrespect or insubordination
 - v. failure to obey instructions
 - vi. forging notes or excuses
 - vii. non-attendance or poor attendance in school or specific classes
 - viii. loitering in schools areas
 - ix. stealing
 - x. shoving, pushing or scuffling
 - xi. other acts that create and potential safety hazard
- c. Consequences for disruptive behaviour should be determined within the context of the School Code of Conduct in order to balance the needs of the individual offending student and the school community as a whole;
- d. Consequences should be chosen from a range of options to support positive behavioural change.

3. Severely Disruptive Behaviour

- a. Severely disruptive behaviour significantly disrupts the learning climate of the school, endangers the well-being of others and/or damages school property.
- b. Examples of disruptive behavior (a chart of disruptive behaviours with a range of possible actions/consequences is found beginning on page 25 of the *Provincial School Code of Conduct and School Code of Conduct Guidelines*):
 - i. vandalism
 - ii. disruptions to school operations

- iii. verbal abuse
 - iv. racial/or discriminatory misconduct
 - v. sexual harassment and/or assault
 - vi. sexual misconduct, sexual abuse, or physical abuse
 - vii. physical violence
 - viii. persistent bullying/harassment
 - ix. use or possession of weapons
 - x. illegal activity
 - xi. non-directed profanity
- c. Severely disruptive behaviour should never be ignored; immediate action should always be taken to bring a stop to the behavior, and support positive constructive behavior change;
 - d. Appropriate action will always be taken to make the learning environment safe and secure;
 - e. Additional action in the form of an intervention should be designed in order to produce a constructive behavioural change;
 - f. Support should always be considered for those affected by the severely disruptive behavior.

Suspension Procedures

All principals are expected to follow the procedures and timelines exactly as outlined in the Education Act: *Sections 121-127, p. 41 and 42, 1996* when it becomes necessary to suspend a student from school.

Section I: Overview of the Education Act - STUDENT CONDUCT: Sections 121 – 127

Schools (via Principal or other person in charge of the school):

1. may suspend students to a maximum of five school days
2. must notify, in writing, the parents, board, students and teachers of the reason and, in the letter, notify of the right of review of the suspension by the Suspension Review Committee
3. must appear before the Suspension Review Committee to present reasons to support a recommendation of a suspension if more than five school days, or if a parent/student requests a review of any other school suspension

The Student and/or Parent:

1. may ask for a review of any suspension including those of five days or less.
2. may ask for an appeal hearing for any suspension more than five days.

The Board:

1. must designate a Suspension Review Committee.
2. must designate a Suspension Appeal Committee.

The Suspension Review Committee:

1. is delegated to the School Advisory Council in SSRSB.
2. are designated members of SAC and may only include parent and community members.
3. must review any suspension a parent/student requests reviewed.
4. may only confirm or revoke a suspension of five days or less.
5. must review all suspension recommendations of more than five days.

6. may only confirm, deny or modify the recommendation of more than five days.
7. may detail conditions for the student that if met, may allow the principal to reduce the suspension. These cannot dictate services of other agencies as conditions of return to school but services may be recommended.

The Suspension Appeal Committee:

1. is comprised of two Board Members and the Superintendent.
2. is chaired by the Superintendent of Schools.
3. must hear any appeal request, which meets the timelines of a suspension that has been extended more than five days by the Suspension Review Committee.
4. must hear the parent/guardian and/or student, the school, and the report prepared by the Suspension Review Committee Chair in consultation with the Principal.
5. may confirm, revoke or vary the decision of the Suspension Review Committee.
6. may detail conditions for the student that if met, may allow the principal to reduce the suspension. For example, the Committee may decide that a suspension of five days plus 20 days may be reduced at the discretion of the principal if student signs a behaviour contract. These cannot dictate services of other agencies as conditions of return to school but services may be recommended.

Section II: Internal (In-School) Suspensions:

1. Administrators may suspend students to a maximum of five school days (Section 122 Education Act).
2. Administrators must notify *in writing* the parent/guardian, Superintendent, and teachers details of the reason for the internal suspension, including events leading to the suspension.
3. Administrators must ensure that records of suspensions, including written in-school suspension notices:
 - are filed in a student's Confidential File; this must be created if one does not exist
 - that are for a period of not more than five school days shall be destroyed after six years and
 - that are for a period greater than five school days are kept during the student's enrolment in the public school system (ref. provincial Student Records Policy erratum Nov. 15, 2006.)
4. Administrators must, in the letter, ***notify of the right of review of the suspension*** by the Suspension Review Committee for suspensions of 5 school days or less. The Suspension Review Committee has been delegated to the School Advisory Council for each school.

NOTE: Templates for suspension letters are attached and are to be used by schools. All letters are generated with iNSchool Student Information System.

Section III: External (Out of School) Suspensions of Five (5) School Days or Less:

1. Administrators may suspend students to a maximum of five school days (Section 122 Education Act).
2. Administrators must notify *in writing* the parent/guardian, Superintendent, and teachers details of the reason for the suspension, including events leading to the suspension.
3. Administrators must, in the letter, ***notify of the right of review of the suspension*** by the Suspension Review Committee for suspensions of 5 school days or less. The Suspension Review Committee has been delegated to the School Advisory Council for each school.
4. Administrators must, in the letter, advise that the parent/guardian should contact the school to ***make arrangements to pick up schoolwork*** that will be missed while the student is suspended.

5. Administrators must ensure that records of suspensions:
 - are filed in a student's Confidential Record; this must be created if one does not exist
 - that are for a period of not more than five school days shall be destroyed after six years and
 - that are for a period greater than five school days are kept during the student's enrolment in the public school system (ref. provincial Student Records Policy erratum Nov. 15, 2006.)
6. A student is suspended for a specific number of planned school days.
 - A planned inservice day does not count as one of the suspension days. For example, a five-day suspension could be Mon., Tues., (Wed. inservice - does not count), Thurs., Fri., Mon., for a return to school on Tuesday.
 - An unplanned school closure (storm day, for example) is counted as one of the suspension days.
 - An early dismissal day counts as a one full suspension day.
7. Administrators are to notify bus driver(s), if applicable, of externally suspended students.

NOTE: Templates for suspension letters are attached and are to be used by schools. All letters are generated with iNSchool Student Information System.

Section IV: External Suspension of More Than Five (5) School Days:

1. Administrators may only recommend a suspension of more than five (5) school days to the Suspension Review Committee.
2. Administrators must notify *in writing* the parent/guardian, Superintendent of Schools, Suspension Review Committee and teacher details of the reason for the suspension, including events leading to the suspension.
3. Administrators must appear before the Suspension Review Committee to present reasons to support a recommendation of a suspension of more than 5 days. It is recommended that the administrator (principal or vice-principal) attends who is most familiar with the case. The review is normally conducted through a hearing where the student, guardian and/or other support persons have an opportunity to react to the Principal's recommendations.
4. The Suspension Review Committee must review a recommendation for more than five (5) school days before the additional days commence. If five days have elapsed, the student and guardian/parent must be informed of the student's right to return to school until the Committee meets and makes a decision.
5. When presenting to the Suspension Review Committee administrators must be prepared.
 - For a long-term suspension, the committee will expect to see the student's cumulative record and attendance report.
 - All suspensions require as much supporting information as possible including copies of the student's attendance, academic and behavior records as well as teacher comments.
 - When appropriate, a report from others working with the student should be submitted. (For example: Student Support Worker, Outreach Worker, Social Worker, School Psychologist)
 - In situations where the suspension recommendation is based on cumulative chronic disruptive behaviours, as opposed to a severely disruptive incident, such as assault, possession of a weapon, drug trafficking, etc., the administrator must be prepared to detail support and intervention strategies to the Committee that have been tried prior to the suspension recommendation. (For example, the committee will look for details regarding program

planning for a student who is not meeting learning outcomes, communication with the Program Planning Team and/or Coordinator of Student Services, consultation with guidance or psychology, communication with the RCH Coordinator when appropriate.)

6. An administrator must indicate to the Committee how the school will continue to provide for the education of the student during the term of suspension. The provision of education for a suspended student is a requirement of the Education Act. Students must be provided the opportunity to complete assignments and assessments that were missed during the suspension. Although suspension support may be provided through tutors or correspondence courses, the overall responsibility for the education of the student remains with the school.
7. Administrators must ensure that records of suspensions:
 - are filed in a student's Confidential File; this must be created if one does not exist
 - that are for a period of not more than five school days shall be destroyed after six years and
 - that are for a period greater than five school days are kept during the student's enrolment in the public school system (ref. provincial Student Records Policy erratum Nov. 15, 2006.)
8. A student is suspended for a specific number of planned school days.
 - A planned in-service day does not count as one of the suspension days. For example, a five-day suspension could be Mon., Tues., (Wed. inservice - does not count), Thurs., Fri., Mon., for a return to school on Tuesday.
 - An unplanned school closure (storm day, for example) is counted as one of the suspension days.
 - An early dismissal day counts as a one full suspension day.
9. Administrators are to notify bus driver(s), if applicable, of externally suspended students.
10. School attendance policies may only include removal of a student from a course or courses only, **NOT** removal from school (as per the Education Act suspensions from school must be recommended to the Suspension Review Committee via the usual process).

NOTE: Templates for suspension letters are attached and are to be used by schools. All letters are generated with iNSchool Student Information System.

Section V: School Bus Suspensions (Education Act, Section 127):

Note: All bus suspensions must be reported to the Transportation Manager.

1. The principal or other board-designated supervisory person may suspend a student.
2. For all suspensions, the parent/guardian and the student must be notified, in writing, of the reason.
3. If the suspension is more than 5 days, the letter must inform of the appeal process.
4. When a parent initiates an appeal notice, the balance of the bus suspension is stayed pending the appeal outcome.
5. The Suspension Review Committee participate in the bus suspension process as applicable.

Suspension from the School Bus:

Reasons for a School Bus Suspension:

- the student has refused to comply with reasonable rules, or regulations of the school board, or directions given by the bus driver, or
- if the behavior while on the bus endangers the safety of others using the bus.

The principal or such other supervisory person, as may be designated by the school board, may suspend a student's right to use the school bus. If the decision is taken to suspend, the school board, and the student's parent/guardian must be notified by the most expedient, convenient method.

If the suspension is for more than two school days, the student and the student's parent/ guardian shall be notified, in writing, of the reason.

If the suspension is for more than five school days, the right of appeal must also be conveyed in the notice.

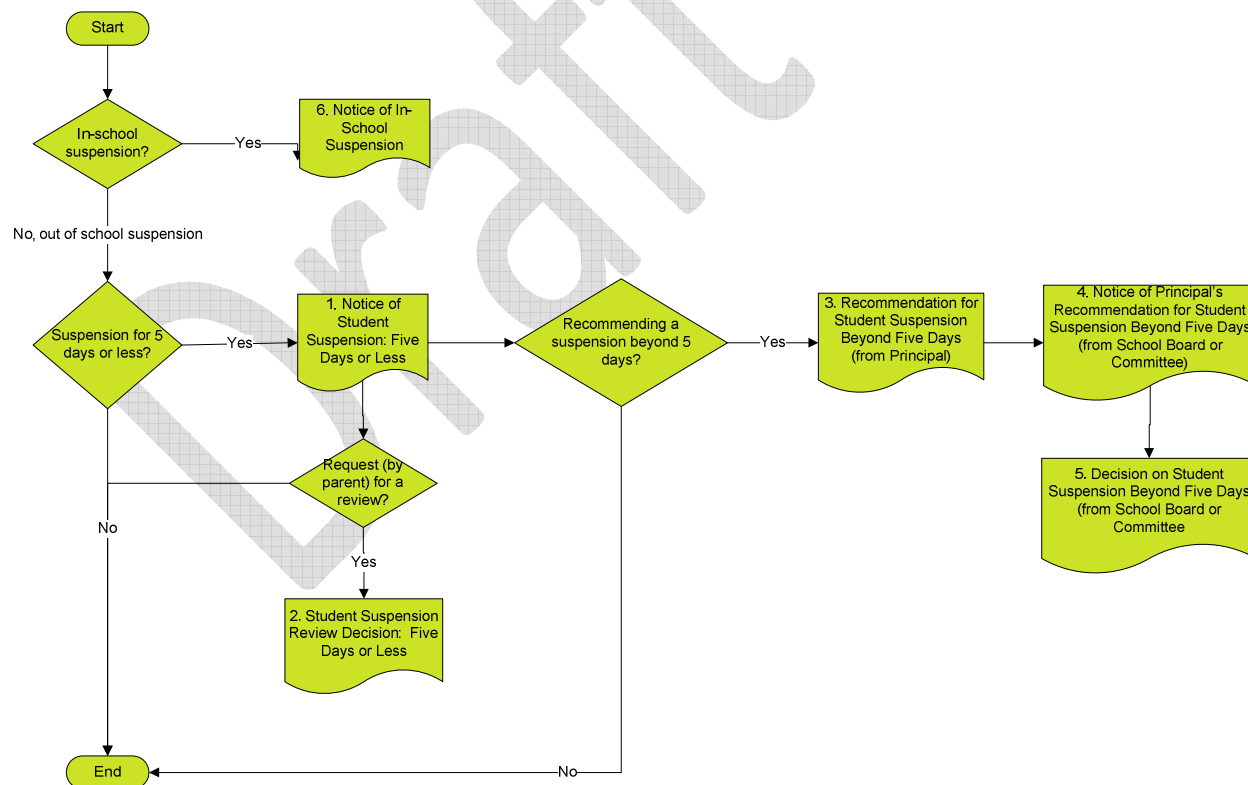
Review of School Bus Suspension:

The student's parent/guardian or the student, if of the age of majority, may within seven (7) days of receiving notice, request a review of the decision to suspend. Reviews are heard by the Suspension Review Committee of the SAC.

Suspension Letter Templates

Several letter templates exist for student suspensions. The following diagram and checklist are provided to help understand the circumstances when each letter is to be prepared and by whom.

Flow for Suspension Letters

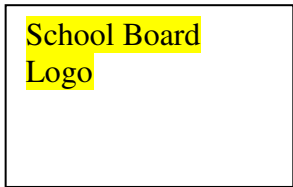


Letter	Description	Completed by
1. Notice of Student Suspension: Five Days or Less	Prepared for out-of-school suspensions of 5 days or less.	Principal
2. Student Suspension Review Decision: Five Days or Less	If a parent/guardian and/or student have requested a review of the 5 day or less suspension and a suspension review meeting is conducted. The decision of the suspension review meeting is forwarded to the parent/guardian and/or the student.	School Board personnel or appropriate discipline committee
3. Recommendation for Student Suspension Beyond Five Days	Prepared when the Principal feels that an extension of the suspension beyond 5 days is warranted.	Principal
4. Notice of Principal's Recommendation for Student Suspension Beyond Five Days	Prepared to inform the parent/guardian and/or student of the Principal's request for an extension beyond 5 days.	School Board personnel or appropriate discipline committee
5. Decision on Student Suspension Beyond Five Days	Prepared once a decision is reached to either extend the request for a suspension beyond 5 days or to dismiss the principal's recommendation.	School Board personnel or appropriate discipline committee
6. Notice of In-School Suspension	Prepared only for an in-school suspension.	School Board personnel or appropriate discipline committee

Appendix A – This letter is generated from PowerSchool in the iNSchool system by the principal or designate.

<Insert School Name>
 <Insert School Address>
 <City/Town, NS Postal Code>
 <Phone No.>

<Insert Today's Date>



NOTICE OF IN-SCHOOL SUSPENSION

Student's Name: Provincial Student #:
Date of Birth: Age:
Gender: Grade:
Parent/Guardian: Address/Telephone:

To: <Insert Parent's Name(s)>

As an alternative to an out-of-school suspension, {insert Student's First Name} has been suspended from attending classes.

The reason for this consequence is: **{insert Behaviour Incident}**

Description of Incident: **{insert Incident Description}**

During this period of time, **{insert Student's First Name}** is required to report to **{insert in-school suspension contact/location}**. **{Insert Additional in-school suspension instructions}**

Signature of Principal or Official Designate

Copy to: **{insert Copy To list}**, Student, Parent/Guardian

Appendix B – This letter is generated from PowerSchool in the iNSchool system by the principal or designate.

<Insert School Name>

<Insert School Address>

<City/Town, NS Postal Code>

<Phone No.>

<Insert Today's Date>

School Board
Logo

NOTICE OF STUDENT SUSPENSION: FIVE DAYS OR LESS

Student's Name:

Provincial Student #:

Date of Birth:

Age:

Gender:

Grade:

Parent/Guardian:

Address/Telephone:

{if Parent/Guardian Contact via Phone = Yes then print the following}

Parent/Guardian Contacted by Phone

Date:

Time:

To: {Insert Parent's Name(s)}

In accordance with Section 122 of the *Education Act* and the *Regional Code of Conduct*, this letter is to inform you that **{Student Name}** has been suspended from school for **{insert 5 days or less - calculated}** day(s). The period of the suspension is from **{insert Suspension Date - Start}** to **{insert Suspension Date - End}**. The student may return to class on **{insert Student Returns date}**.

The reason for the suspension is: **{insert Behaviour Incident}**

Description of Incident: **{insert Incident Description}**

{If Include Addiction Services option is checked and Prohibited Article = 'Drugs/Alcohol' then insert the text}

{Include the "Additional Comments" text if item is checked}

{If the "Meeting Requested?" field = Yes, then insert the following statement}

Prior to the student's re-entry to school, the School Administrator or Designate requests a meeting with the parent/guardian.

{Otherwise, print}

Before returning to class, please meet with a School Administrator or Designate prior to the beginning of classes on **{insert Student Returns date}**.

One of the conditions of any suspension, regardless of the length, is that **{insert Student's First Name}** is not to be on any school property or facility owned by or under the jurisdiction of the School Board unless a prior appointment has been made through the school principal. In addition, **{insert Student's First name}** may not attend any school function during the suspension period.

Provision of schoolwork during this suspension is arranged by contacting the school administrative office. In accordance with the *Education Act*, Section 123(2), a parent/guardian or student may request a review of the suspension, in writing, within three (3) school days of receiving this notice. All requests for review should be sent to the **{insert Review Request Group/Role}**. Requests for a review will be performed within a reasonable time. **{Insert Student's First Name}** must serve the suspension. The **{insert Review Request Group/Role}** will review the request and either confirm or revoke the suspension. If the suspension is revoked, it will be removed from the student's record. **{Insert Review Contact Details}**.

Signature of Principal or Official Designate

Copy to: **{insert Copy To List}**, Student, Parent/Guardian, Student Confidential File

Appendix C – This letter is generated from PowerSchool in the iNSchool system by the principal or designate.

<Insert School Name>
<Insert School Address>
<City/Town, NS Postal Code>
<Phone No.>

School Board
Logo

<Insert Today's Date>

STUDENT SUSPENSION REVIEW DECISION: FIVE DAYS OR LESS

Student's Name: _____ **Provincial Student #:** _____
Date of Birth: _____ **Age:** _____
Gender: _____ **Grade:** _____
Parent/Guardian: _____ **Address/Telephone:** _____

To: **<Insert Parent's Name(s)>**

A suspension for **{insert 5 days or less}** day(s) was issued to **{Student Name}** on **{insert Suspension Date – Start}** by the school under Section 122 of the *Education Act*. Further to your request and according to Section 123(3) of the *Education Act*, the suspension has been reviewed by the **{insert Review Request Group/Role}**.

The decision is that the suspension is:

- Confirmed. Following due process and the guidelines outlined in the Provincial and Regional Codes of Conduct, this suspension is upheld and will remain on the student's record.

- Revoked. The suspension shall be removed from the student's record.

The decision of this suspension review for **{insert Student's Name}** is final.

Signature of **{insert Review Request Representative}**

Copy to: {insert Copy To List}, Principal, Student, Parent/Guardian, Student Confidential File

Appendix D – This letter is generated from PowerSchool in the iNSchool system by the principal or designate.

<Insert School Name>
<Insert School Address>
<City/Town, NS Postal Code>
<Phone No.>

School Board
Logo

<Insert Today's Date>

RECOMMENDATION FOR STUDENT SUSPENSION BEYOND FIVE DAYS

Student's Name: _____ **Provincial Student #:** _____
Date of Birth: _____ **Age:** _____
Gender: _____ **Grade:** _____
Parent/Guardian: _____ **Address/Telephone:** _____

To: {Insert Review Request Representative}

In accordance with Section 124(1) of the *Education Act*, I am recommending that {Insert Student's Name} be suspended from school for a period beyond five days for the following dates: {Insert Extension Date – start} through {Insert Extension Date – end}.

The detailed reasons for this request are: {Insert Extension Reasons}

As outlined in the *Education Act* and the *Regional Code of Conduct*:

1. Please notify the student and parent(s)/guardian(s) of this recommendation, using the NOTICE OF PRINCIPAL'S RECOMMENDATION FOR SUSPENSION BEYOND FIVE DAYS form.
2. Please convene a meeting within the next seven days to consider this recommendation and make a decision.
3. Please inform the parent(s)/guardian(s) that they may submit pertinent information to the {Insert Request Review Group/Role}. {Insert Review Contact Details}
4. Please inform the parent(s)/guardian(s) of the date that the {Insert Request Review Group/Role} will meet so that they can send any pertinent information in advance, if they choose to do so.
5. Please forward the {Insert Request Review Group/Role}'s decision using the DECISION ON STUDENT SUSPENSION BEYOND FIVE DAYS form.

Yours truly,

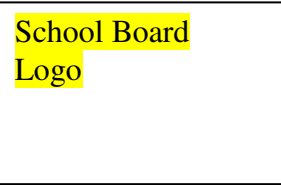
Principal or Designate

Copy to: {insert Copy To List}, Student, Parent/Guardian, Student Confidential File

Appendix E – This letter is generated from PowerSchool in the iNSchool system by the principal or designate.

NOTE: The Education Act requires the school to notify parent(s)/guardian(s) of the principal's intention to suspend a student. In the SSRSB, the principal also generates and sends this letter to parent(s)/guardian(s).

<Insert School Name>
<Insert School Address>
<City/Town, NS Postal Code>
<Phone No.>



<Insert Today's Date>

**NOTICE OF PRINCIPAL'S RECOMMENDATION
FOR STUDENT SUSPENSION BEYOND FIVE DAYS**

Student's Name:
Date of Birth:
Gender:
Parent/Guardian:

Provincial Student #:
Age:
Grade:
Address/Telephone:

To: **{Insert Parent's Name}**

Please find enclosed a copy of the principal's RECOMMENDATION FOR STUDENT SUSPENSION BEYOND FIVE DAYS. The **{Insert Request Review Group/Role}** will review this recommendation within seven school days. Under Subsection 124(3) of the *Education Act*, you will be notified of the **{Insert Request Review Group/Role}**'s decision within three school days of the meeting. The **{Insert Request Review Group/Role}** will either:

- a) Extend the suspension of the student for a period of greater than five days, or
- b) Dismiss the principal's recommendation.

As outlined in the *Education Act* and the *Regional Code of Conduct* you may submit, in writing, any pertinent information you would like the **{Insert Request Review Group/Role}** to consider. We will advise you of the suspension review meeting details, as required.

{If "Attendance to Meeting" = Yes, then print}

Attendance by the Parent(s)/Guardian(s) and/or the student to this meeting is optional.

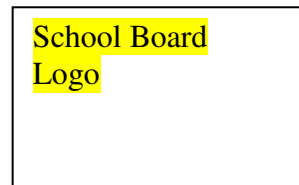
Yours truly,

{Insert Review Request Representative}, {Insert Request Review Group/Role}

Copy to: **{insert Copy To List}**, Principal, Student, Parent/Guardian, Student Confidential File

Appendix F – This letter is generated from PowerSchool in the iNSchool system by the Superintendent's office.

<Insert School Name>
<Insert School Address>
<City/Town, NS Postal Code>
<Phone No.>



<Insert Today's Date>

DECISION ON STUDENT SUSPENSION BEYOND FIVE DAYS

Student's Name:

Provincial Student #:

Date of Birth:

Age:

Gender:

Grade:

Parent/Guardian:

Address/Telephone:

To: **{Insert Parent's Name(s)}**

Please be advised that the **{insert Review Request Group/Role}** held a meeting to review the **RECOMMENDATION FOR STUDENT SUSPENSION BEYOND FIVE DAYS**. The decision reached is to:

- Extend the suspension of the student for a period of greater than five days, as requested.

- Dismiss the principal's recommendation for student suspension beyond five days.

{If "Alter Recommendation" = Yes then print}

- Alter the principal's recommendation for student suspension beyond five days.

The reason for the alteration is: **{Insert Reason for Change}**

{If Request Extension = Yes then print}

The period of suspension for **{Insert Student's First Name}** is from **{insert Extension Date – start}** to **{insert Extension Date – end}**.

{Otherwise (Request Extension = No) leave blank; continue below}

As outlined in the *Education Act* (Section 124, Sub-section 5, 6, 7), the student or his/her parent/guardian has the right to appeal this decision, in writing, to the School Board within seven days of receiving this notice. **{Insert Appeal Contact Information}**

You will be contacted to discuss alternative arrangements for the education of **{Insert Student's First Name}**.

Yours truly,

{Insert Review Request Representative}, {Insert Review Request Group/Role}

Copy to: **{insert Copy To List}**, Principal, Student, Parent/Guardian, Student Confidential File