

 <p>Cree School Board ᐱᓗᓕ ᓴᓴᓴᓴᓴᓴᓴᓴᓴ Commission Scolaire Crie</p>	<h2 style="text-align: center;">Administrative Policy and Procedures on Suspensions and Expulsions of Students</h2>	
	<p>Department responsible: Education Services Effective date: March 13, 2007 Approved by: Director General</p>	
	<p>References:</p>	<ul style="list-style-type: none"> Council of Commissioners / Policy Resolution 2007-020
<p><u>Other Administrative Policies</u></p>		<ul style="list-style-type: none"> Safe Schools Against Harassment Special Education Student Attendance Youth protection

Articles in boxes identify the provisions adopted by the Council of Commissioners in a Board Policy.

1) General Provisions

Purpose	1.1. This Administrative Policy establishes the rules pertaining to suspensions and expulsions of students of the Cree School Board.
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Principle	1.2. Students may forfeit their right to educational opportunities when their conduct is such that it substantially disrupts the educational process and/or deprives others of their rights to educational opportunities.
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Definitions	1.3. In this Administrative Policy, the following words or expressions mean: <ol style="list-style-type: none"> a) day: day of instruction; b) parent: the person having parental authority or, unless that person objects, the person having custody <i>de facto</i> of the student; c) school administrators: the Principal or vice-Principal.
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Communication	1.4. Principals must ensure that the suspension and expulsion criteria are given out and explained to the students, parents and school staff at the beginning of each school year.
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2) Suspension

Authority / 15 days and less # of days **2.1.** The school Principal has the authority to impose in-school or out-of-school suspensions to students for periods not exceeding fifteen (15) days at a time.
The number of days of suspension applicable for different incidents is based on the rules established in the Code of conduct adopted by each school.

In-school suspension **2.2.** In-school suspension means that a student is sent to a particular area at the school where they are monitored by school staff.

Out-of-school suspension **2.3.** Out-of-school suspension means that a student is not allowed to go on school grounds and attend school board activities during the period of suspension except for meetings with the school staff or representatives when required.

Suspension / discretionary **2.3.1.** Suspension may be imposed in cases such as:

- a) bullying, (includes psychological, emotional and physical);
- b) persistent opposition to authority;
- c) habitual neglect of duty;
- d) act of vandalism that causes damage to school board property or to property located on the school board premises;
- e) use of profane or improper language;
- f) conduct injurious to the well-being of others in the school;
- g) inappropriate use of Internet as defined in Board policies;
- h) smoking in prohibited areas on school property as defined in Board policies;
- i) the students endangering himself or others;
- j) any other behaviors as determined by each school.

preventive measures **2.3.2.** Suspension should, however, be taken after the following measures are applied:

- a) meeting with the student;
- b) meeting with the parents;
- c) meeting with the student, parents and concerned teacher(s);
- d) behavior agreement signed by the student and his parents;
- e) after school retention;
- f) meeting with the Local Problem-Solving Committee, if need be;
- g) any other relevant measures.

[Suspension / mandatory](#)

2.4. At least a five (5) day suspension must be imposed in cases such as the following, as defined in the Safe School Policy:

- a) extortion or theft;
- b) possession of any weapon, unless authorized by the school for traditional activities;
- c) possession of, or under the influence of, or providing others with, alcohol, drugs or intoxicant;
- d) assault (physical or sexual) on another person;
- e) threat to inflict serious bodily harm on another person;
- f) act of vandalism that causes extensive damage to school board property or to property located on the school board premises;
- g) and any other serious behaviours as determined by each school.

[Procedure / suspension](#)

2.5. When a suspension is imposed, the parents must be informed immediately either by phone, meeting or letter. The parents shall meet at least once with the School Principal before the student may return to class.

A copy of all related correspondence must be kept in the student's file.

report An incident report must be filled by the School Principal and kept in the student's file (see **Annex A**).

[Local Problem Solving Committee and guidance dept.](#)

2.6. For students who already have an Intervention Plan, the School Principal informs the Local Problem Solving Committee of any measures taken.

For students who do not have an Intervention Plan, the School Principal may at anytime refer the student to the Local Problem Solving Committee or to a staff member of the guidance department (SAT, guidance counsellor, psycho-educator, etc.).

[Special Education department](#)

2.7. The School Principal may request outside intervention to the Coordinator of Special Education Department namely when the Local Problem Solving Committee or guidance department have tried various alternatives without success.

[Reintegration](#)

2.8. Before a student is readmitted at the end of his suspension, the School Principal may request a reintegration plan from the Local Problem Solving Committee or the guidance department. If the student does not respect the plan, this may result in another suspension or lead to an expulsion.

3) Expulsion from School

Jurisdiction

3.1. Only the Council of Commissioners of the Board may expel a student from school.

When there is no sitting of the Council of Commissioners before at least 15 days, the case may be submitted to the executive committee to suspend from school the student for an indefinite period until the Council of Commissioners meets to discuss.

Submission

3.2. When the School Principal makes the recommendation to expel a student, he must submit the complete file to the Supervisor of schools and notify his local School Committee of his recommendation. The Supervisor of schools revises the file and presents it to the Council of Commissioners.

Alternative

3.3. Before a recommendation of expulsion is made the following must be done:

- a) other avenues or alternatives must have been considered including alternative education, etc.
- b) the student and the parents must have been given the opportunity to make their representations.

3.4. A student may be expelled namely when:

- a) his pattern of behavior is such that his continued presence is detrimental to the effective learning environment of others;
- b) his conduct is injurious to the well-being of others in the school;
- c) he has committed an act of vandalism that causes extensive damage to school board property or to property located on the school board premises;
- d) other measures have been taken without result.

Jurisdiction

3.5. There are two types of expulsion:

- a) **limited expulsion** – the student is not entitled to attend the school he was attending where he committed the infraction or to engage in any school-authorized activities of that school;
- b) **full expulsion** – the student is not entitled to attend any school of the Cree School Board or to engage in any school-authorized activities of any school of the Cree School Board

Attend the Council of Commissioners

3.6. The student and his parents shall be invited to make their representation if they wish to the Council of Commissioners before a decision is made. These representations may be submitted in writing.

Notification

3.7. The students and the parents shall be notified of the Council's decision by the Secretary General and informed of the grounds on which it was made.

4) Application of this Administrative Policy

[Previous provisions](#)

4.1. The present Administrative Policy replaces all other Administrative Policies of the Board pertaining to this subject, while respecting the Council of Commissioners' Policies where applicable. If such Policies are adopted by the Council, the provisions of these Policies will be integrated into this Administrative Policy for the benefit of the reader.

[Official version](#)

4.2. The official version of this Administrative Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

4.3. The Director of Education Services is the person responsible for the application of this Administrative Policy.

Annex A
Rapport d'incident / Incident report

Name of the School

Student / Élève: _____ Date: _____ Time / Heure: _____

Homeroom teacher / Titulaire: _____

Incident location / Lieu de l'incident: _____

Referred by / Référé(e) par: _____

Incident

Verbal <i>(Foul language, etc.)</i> <i>(Langage grossier, etc.)</i>		Insubordination		Failure to serve retention Retenue manquée	
Physical violence <i>(Fighting, etc.)</i> Violence physique <i>(Bataille, etc.)</i>		Breaking school rules Non respect des règlements		Harassing others Harcèlement d'autrui	
Disrespect Manque de respect		Refusing to cooperate Refus de coopérer		Vandalism Vandalisme	
Others / Autre:					

Comments / Commentaires

Actions taken by the teacher / Actions prises par l'enseignant(e):

Solutions recommended by the teacher / Solutions recommandées par l'enseignant(e):

Actions taken by the administrator / Actions prises par l'administration:
