



**SUSPENSION PROCEDURE – LEVEL 1, 2 & 3**

***Revised: January 5, 2021***

The following Suspension Procedure is provided annually to Principals and Vice Principals to ensure that all suspensions are monitored by the appropriate District Education Team member and tracked in a proper manner. The following document reflects how suspensions are to be administered, the information that is required within a Suspension Letter and where the letter is required to be directed:

Suspension Duration	Directed To:
In School Suspension	All Students ⇨ Parent/School File
Level 1 Suspension: 1-5 days	All Students ⇨ Janet Meyer & Geraldine Lawlor
	Indigenous ⇨ Agnes Casgrain
	Special Needs/In Care ⇨ Julia Nieckarz
Level 2 Suspension: 6-10 days <i>(with referral to the Superintendent’s Office for District Suspension Hearing; potentially subject to School District Appeal Bylaw)</i>	All Students ⇨ Janet Meyer & Geraldine Lawlor
	Indigenous ⇨ Agnes Casgrain
	Special Needs/In Care ⇨ Julia Nieckarz
Level 3 Suspension: 11+ Days <i>(can only be administered by District Staff at District Suspension Hearing and subject to the School District Appeal Bylaw)</i>	District staff will host the District Suspension Hearing and determine outcomes.

**IMPORTANT NOTATIONS:**

1. The School District no longer uses the term “indefinite suspensions”. These are now referred to as Level 2 Suspensions.
2. The Principal will only consider a Level 2 Suspension as a “last resort” after all school-based interventions have occurred.
3. The Principal must consult with the Superintendent and Director of Instruction prior to issuing a Level 2 Suspension. The parent/guardian must be informed verbally at the time of suspension. In the event a Level 2 Suspension is issued, the letter must be issued within 24-hours of the incident or issue. Letter must include decision subject to Appeal Bylaw.
4. Following issuance of the Level 2 Suspension, the Executive Assistant to the Superintendent of Schools (Carole Gagnon) within three (3) days will establish the hearing date, which will occur within 10 consecutive in-school days of the student’s last day in attendance.
5. Students must continue to be provided with an educational program for all courses while on suspension. The suspending school is responsible for the provision of this program. If the family is unable to pick up the work at the school, the Principal will make sure the work package is delivered to the home.
6. The Principal will contact the family on a weekly basis to monitor work completion and well-being of the child until the student has returned to school.
7. Principals will bring a draft recommended plan for student re-entry for review at the District Suspension Hearing.

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In addition, please ensure **one of the following categories** is noted in the heading of the Suspension Letter. This allows the District Education Team to categorize the letters for future tracking purposes.

<p><b>1. Violence</b> (i.e. Fighting, Weapons, Dangerous Behaviour)</p>	<p><b>2. Substance Abuse</b> (i.e. Drugs, Alcohol, Vaping)</p>	<p><b>3. Code of Conduct</b> (i.e. Language, Defiance Failure to Follow School Rules, Disrespect)</p>	<p><b>4. Racism</b> (i.e. Disrespect related to Racism)</p>	<p><b>5. Bullying</b> (i.e. Cyber, Sexual Harassment)</p>
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**Please Note:**

- ⇒ All suspensions must also be documented in MyEdBC.
- ⇒ An electronic copy (PDF format) of the signed Suspension Letter being sent home to the parent/guardian must be forwarded by email to the attention of the designated person(s) provided in the table outlined on page 1 of this document.
- ⇒ A hard copy of the Suspension Letter is not required.

Any questions relating to the Suspension Letter Procedure should be directed to the Director of Instruction, Graduation & Innovation (Geraldine Lawlor) for handling.

**Suspension Letter Content**

- ⇒ Stick to the facts. Refrain from making judgemental comments about the student’s behaviour “deliberately choosing to make poor decisions”, “does not care about those around them”.
- ⇒ Give specific contact information about the Principal, Vice Principal, Counsellor, etc. for parents to call if they have any questions.
- ⇒ Ensure there is a plan to provide continuation of education program and a plan if parents/guardians are not able to pick up work.
- ⇒ If it is a Level 2 Suspension, include the name and number of the Executive Assistant to the Superintendent of Schools (Carole Gagnon, 250-638-4401) who will arrange the District Suspension Hearing.
- ⇒ Level 2 Suspension Letters must include the following reference to the School District’s Policy 5080: Appeal Bylaw as follows:  
*Where the parent or legal guardian feels that the decision by the district staff significantly adversely affects his/her child, then he/she shall within 10 consecutive in-school days of receiving the written decision appeal the decision to the Board as referenced in School District Policy 5080: Appeal Bylaw available on the school district’s website at [www.cmsd.bc.ca](http://www.cmsd.bc.ca) under Board Bylaws & Policies.*
- ⇒ Level 2 Suspension Letters must include the attached Information Sheet for Parents attached.
- ⇒ All School Suspension Letters must include the School Letterhead using the district template as provided.
- ⇒ Reference District Template Letter on following page.



**\*\* Sample Template Letter \*\***

School Letterhead

Date \_\_\_\_\_

Parent/Guardian (Mr. & Mrs. \_\_\_\_\_)

Mailing Address (including postal code)

Suspension Category \_\_\_\_\_

**RE:** Student Name – Grade – Date of Birth  
Student Ministry Designation (if applicable) \_\_\_\_\_

Dear \_\_\_\_\_:

This letter is to confirm our conversation (in person, on the telephone, etc.) that \_\_\_\_\_ has been suspended from school for \_\_\_\_\_ days (state the actual dates).

This action is in accordance with section 85(2)(C)(ii) and 85(2)(D) of the *School Act* regulations as well as Coast Mountains School District 82 Policies 1015 and 1025.

Paragraph with the specifics of the behaviour that warranted the suspension stating facts and avoiding judgement statements.

Paragraph addressing homework, ways of supporting the student and contact information for support people in the school.

Paragraph stating time/date for school level re-entry meeting. If Level 2 Suspension state the Executive Assistant to the Superintendent of Schools will be in contact to arrange the District Suspension Hearing to be held within 10 consecutive in-school days. Include a sentence stating which administrator will be in contact on a weekly basis to check on the student.

The Level 2 Suspension Letter must include the following reference to the School District's Policy 5080: Appeal Bylaw as follows:

Where the parent or legal guardian feels that the decision by the district staff significantly adversely affects his/her child, then he/she shall within 10 working days of receiving the written decision appeal the decision to the Board as referenced in School District Policy 5080: Appeal Bylaw available on the school district's website at [www.cmsd.bc.ca](http://www.cmsd.bc.ca) under Board Bylaws & Policies.

Concluding paragraph making Principal/Vice Principal available with contact information.

Yours sincerely,

School Principal or Vice Principal

c.c. Appropriate people as per the Suspension Procedure – Level 1, 2 & 3 effective January 5, 2021.

**\*\*If a Level 2 Suspension, the following Information Sheet for Parents must be attached to the Suspension Letter.**

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## LEVEL 2 SUSPENSION (6-10 DAYS): INFORMATION SHEET FOR PARENTS/GUARDIANS

- Any suspension of 6 to 10 school days is considered a Level 2 Suspension issued by the School Principal. Students receiving a Level 2 Suspension must attend (along with at least one parent or guardian) the District Suspension Hearing, which can include the school and district administration. Parents may bring a family advocate (friend, relative). Administration may invite appropriate others (Counsellors, Behaviour Teacher, etc.).
- The Office of the Superintendent of Schools will be in contact with you to arrange the hearing date, time and location. Hearings will occur within 10 consecutive in-school days of the child being suspended.
- Parents may bring a family advocate (friend, relative, etc.) to the hearing. District Staff may invite appropriate other (counselors, behaviour teacher, etc.).
- Hearings are scheduled for approximately 45 minutes. The hearing chairperson asks the suspended student questions relevant to the decision(s) District Staff needs to make. The family will be requested to wait for a period time while the District Suspension Hearing panel comes to their conclusion. The family will be requested to return to the hearing where the decision will be explained. The family will also receive a letter detailing the decision.
- Authority to suspend students is based first in the British Columbia *School Act*. The administrative Suspension Letter Procedure is available to view on the School District website at [www.cmsd.bc.ca](http://www.cmsd.bc.ca).
- The School Principal informs both the student and parent/guardian verbally and with a follow-up letter.
- Students must continue to be provided with an educational program while on suspension. If you cannot pick up the work, the school will arrange to deliver it to you.
- The suspension applies to all Coast Mountains School District 82 schools and program. The student may not attend any school or program within the school district until the hearing has been completed, and this cannot occur before the suspension hearing. The suspension does not, however, apply to independent schools or to other school districts.
- The School Principal or Vice Principal will contact you on a weekly basis to check on the needs your child may have.
- Where the parent or legal guardian feels that the decision by the District Staff significantly adversely affects his/her child, then he/she shall within 10 working days of receiving the written decision appeal the decision to the Board as referenced in School District Policy 5080: Appeal Bylaw available on the school district's website at [www.cmsd.bc.ca](http://www.cmsd.bc.ca) under Board Bylaws & Policies.
- Should students remain under suspension, work will be provided by the school until such time as the Board rules on an appeal.