

Revised: **October 2025**

Background

The Board of Trustees of Christ The Redeemer Catholic Separate School Division (Board) believes that Catholic values provide the foundation for promoting a safe, secure, caring school environment.

The Board strongly supports the concept of order and discipline within the school division and expects principals and teachers to maintain this whilst respecting the dignity and integrity of each student. Corporal punishment is not permitted in Christ The Redeemer Catholic School Division (CTR Catholic).

The Board delegates its responsibilities for expulsion under Section 37(1) of the Education Act to the Superintendent of Schools.

Procedures

Suspensions:

1. In accordance with Section 36 of the Education Act, suspension is the temporary removal of a student's right to attend one class period, school, one or more class periods or courses, transportation under Section 59 or any school related activity for a period not exceeding five (5) days for failure to comply with Section 31, or the code of conduct established under Section 33(2) of the Education Act, for conduct, whether or not the conduct occurs within the school building or during the school day, that is injurious to the physical or mental well-being of others in the school, or if the student has distributed an intimate image of another person described in Section 1(1.1).
2. Suspensions should be used only after less severe forms of action have been taken. Immediate suspension may occur on a first misbehavior if circumstances warrant this action. In-school suspensions are the preferred option. In extreme circumstances, out-of-school suspensions may be warranted.
3. Circumstances under which suspension may be considered include:
 - 3.1. If, in the opinion of the teacher of the classroom or the opinion of the principal of the school, the student has not reasonably complied with the responsibilities outlined for students in Section 31 of the Education Act as follows:
 - 3.1.1. Attend school regularly and punctually.
 - 3.1.2. Be ready to learn and actively engage in and diligently pursue their education.
 - 3.1.3. Ensure that their conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.
 - 3.1.4. Respect the rights of others in the school.
 - 3.1.5. Refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day, or by electronic means.
 - 3.1.6. Comply with the rules of the school and the policies of the Board.
 - 3.1.7. Cooperate with everyone authorized by the Board to provide education programs and other services.
 - 3.1.8. Be accountable to their teachers, and other school staff, for their conduct.
 - 3.1.9. Positively contribute to their school and community.

- 3.2. If, in the opinion of the teacher of the classroom, or the opinion of the principal of the school, the student has not reasonably complied with the Student Code of Conduct in Administrative Procedure STU #01, Student Conduct and Discipline Process.
 - 3.3. The student's conduct or continued presence is injurious to the physical or mental well-being of others in the school.
 - 3.4. The student's conduct or continued presence is deemed to seriously threaten or disrupt the Board's ability to provide a safe, secure, and caring environment.
 - 3.5. Open opposition to authority.
 - 3.6. Use of improper or profane language.
 - 3.7. Deliberate and wanton destruction of property.
 - 3.8. Violation of the school's smoking policy and use of illegal drugs policy.
 - 3.9. Assault, threats, intimidation, or fighting.
 - 3.10. Possession of weapons.
 - 3.11. The student has distributed an intimate image of another person knowing that the person depicted in the image did not consent to the distribution or being reckless as to whether or not that person consented to the distribution.
4. Students under suspension from school may be given the opportunity to write tests and hand in assignments on completion of suspension. The school principal in consultation with the student, teacher and parents or guardian will determine any alternative course of action.
 5. In certain circumstances, the impact that a student's conduct or continued presence has in a school may need to be referred to an outside agency or professional for an independent objective safety-risk assessment. In circumstances where a threat has been made, a safety-risk assessment can be initiated by a site-based administrator after approval is granted by the Associate Superintendent responsible for Student Services. A safety-risk assessment is the process of determining the degree to which a student actually poses a risk to others. This assessment can be used by the division to create conditions of safety for the student and school community. See Safety-Risk Assessment Administrative Procedure STU #18.

Suspension from a Class

1. A teacher may suspend a student from a class period.
 - 1.1. The teacher informs the student about the suspension, its length, the reason for the suspension and its consequences, and gives the student an opportunity to offer an explanation for their actions.
 - 1.2. The teacher ensures that the principal and the parents of the student are informed of the suspension and the circumstances surrounding it as soon as possible.

The following guidelines should be considered:

1. The teacher documents and keeps available in their files, relevant information on the circumstances surrounding the suspension.
2. The teacher recommends follow-up designed to resolve the problem which led to the suspension, e.g. counseling, etc.

Suspension from School and School-Related Activities

1. The principal may suspend a student from:
 - 1.1. One or more class periods.
 - 1.2. One or more courses or school programs.
 - 1.3. School.
 - 1.4. Riding on a school bus as per Section 59.
 - 1.5. Participating in an activity sponsored or approved by the Board.
2. When a student is suspended from school, school activities or riding the school bus, the following procedures will apply:
 - 2.1. The student will be given an opportunity to offer an explanation for their behaviour.
 - 2.2. The principal will inform the student about the suspension, its length, the reason the suspension, and its consequences.

- 2.3. The principal shall inform the parents/guardians of the student, by telephone or in person, of the suspension including reasons and length and shall immediately report in writing all the circumstances of the suspension to the parents with a copy to the Superintendent.
- 2.4. The principal shall inform students under suspension from school that they are expected to keep up with assignments and will be expected to write tests unless specifically excluded as determined by the principal.
- 2.5. The principal, if requested, shall provide an opportunity to meet with the student's parents and the student, if the student is sixteen (16) years of age or older, to discuss the reasonableness of the suspension.
- 2.6. Where a student is not to be reinstated within five school days of the date of the suspension, the principal shall immediately report in writing all the circumstances of the suspension to the Superintendent together with recommendations. The first day of the suspension is the day after the suspension decision.
- 2.7. Upon receiving a report from a principal pursuant to Section 37(2) (a) (b), the Superintendent shall, within ten (10) school days from the first day of suspension, reinstate or expel the student.

Re-admission from Suspension

1. The principal may not mandate conditions for readmission but it is desirable that when the student returns to school at the conclusion of the suspension that there be a re-admission meeting including the student, parent/guardian, school principal or acting principal. The purpose of the re-admission meeting is to clarify expectations for the student's behavior, available supports, and to forewarn of possible actions by the school if the student chooses not to improve behaviour.

Suspension in the Absence of the Principal

1. In the absence of the principal, the acting principal may suspend a student from school, school activities and from riding the school bus.

Suspension with Recommendation for Expulsion

1. Suspension may lead to a recommendation for expulsion for the following reasons:
 - 1.1. As per Section 37(1) (a) of the Education Act, the principal may recommend that the Superintendent expel the student if the student has displayed an attitude of willful, blatant, and repeated refusal to comply with Section 31 of the Education Act. In addition, the principal may recommend that the Superintendent expel the student if the student has displayed an attitude of willful, blatant, and repeated refusal to comply with the code of conduct established under Section 33(2); the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school; or the student has distributed an intimate image of another person knowing that the person depicted in the image did not consent to the distribution, or being reckless as to whether or not that person consented to the distribution.
2. When a suspension with a recommendation for expulsion is referred to the Superintendent the following procedures will be adhered to:
 - 2.1. The principal shall inform the parent of the student, and the Superintendent, by telephone and shall immediately report in writing all the circumstances of the suspension to the parents with a copy to the Superintendent.
 - 2.2. The Superintendent shall, within ten (10) school days from the first day of the suspension, conduct a hearing into the case and render a decision to either reinstate or expel the student from school.
 - 2.3. The principal shall present documents and statements outlining the circumstances leading to the suspension and other relevant data, which may assist the Superintendent to make a judgment. Information will include documented instances of inappropriate student behavior as well as administrative responses to the behavior. The principal will also be required to make a recommendation regarding the disposition of the case.
 - 2.4. The procedure to be followed in conducting the hearing is as follows:
 - 2.4.1. The Superintendent will chair the meeting.
 - 2.4.2. The principal, or designate, will present their report documenting the case along with a recommendation for disposition.
 - 2.4.3. The student and parents will be given an opportunity to respond to the information presented as well as add information they feel is relevant.
 - 2.4.4. The Superintendent may ask questions or request additional information from parents, students or jurisdiction personnel that they feel is relevant to their deliberations.
 - 2.4.5. The Superintendent shall consider the merits of the case and make a decision to reinstate or expel the

student.

- 2.5. If the student is not to be re-instated, the Superintendent shall direct the student to an alternative education program that is consistent with the requirements of the Education Act and its regulations.
 - 2.5.1. The Superintendent's decision shall be communicated immediately in writing to the student if the student is sixteen (16) years of age or over and the parents, with copies sent to the principal. If a student is expelled the letter to the student and parents will indicate the student's/parent's right to have this decision reviewed by the Minister of Learning. Section 43(1) (b).
 - 2.5.2. The Superintendent will determine the length of the expulsion and the conditions for re-instatement and involve appropriate Central Office personnel as required.

Expulsions:

1. Expulsion is the removal of a student's right to a particular school, one or more courses or education programs, a school activity or to ride a school bus as provided under Section 59, for a period of more than ten (10) days if the student has displayed an attitude of willful, blatant and repeated refusal to comply with Section 31 of the Education Act or if the student's conduct is injurious to the physical or mental well-being of others in the school. (Sections 37.1(a) (b) (c) (d).)
2. Expulsion will only be used when:
 - 2.1. It is deemed that other means of corrective action including consultation with parents, counseling and suspensions have failed to achieve orderly and appropriate student behaviour, and/or
 - 2.2. The student's conduct or continued presence in the school or course is deemed to seriously threaten or disrupt the orderly functioning of the school or is deemed to be a danger to persons or property.
3. Expulsion procedures must ensure compliance with the rules of natural justice.
4. Notwithstanding the above, the seriousness of the misbehavior may warrant immediate suspension or a recommendation to the Superintendent for expulsion on the first offence.
5. In certain circumstances, the impact that a student's conduct or continued presence has in a school may need to be referred to an outside agency or professional for an independent objective safety-risk assessment. In circumstances where a threat has been made, a safety-risk assessment can be initiated by a site-based administrator after approval is granted by the Associate Superintendent responsible for Student Services. A safety-risk assessment is the process of determining the degree to which a student actually poses a risk to others. This assessment can be used by the division to create conditions of safety for the student and school community. See Safety-Risk Assessment Administrative Procedure STU #18.
6. Recommendations from a school principal for expulsion will be referred to the Superintendent.