

School District No. 63 (Saanich)

**Policy Name:** Student Enrolment and Choice

**No:** 4000

**Preamble**

The Board believes that the needs of the majority of students are best served if they attend their catchment area (neighbourhood) schools. The Board also understands that a student's needs may be better served by her or him attending a school outside that catchment area or in an alternate or distributed learning setting. The Board acknowledges that in accordance with the School Act, Section 2, a student is entitled to enroll in any school in British Columbia on the condition that the Board determines that space and facilities are available for that student at that school.

**Policy Statement**

The Board shall designate school catchment areas in the school district to align population distribution, grade configurations and school locations to meet program needs of students and make the best possible use of facilities, staff and transportation. Students will normally attend their catchment area schools except where there are space limitations or when students have successfully applied to attend a school in another catchment area, including for enrolment in a program of choice or specialty academy. Students may also enroll in the district's alternate or distributed learning schools.

**Statutory References:** School Act Section 2 – Access to Educational Program  
School Act Section 3 – Entry to Educational Program  
School Act Section 82.1 – Specialty Academies

**Contractual References:**

**Policy References:** Policy 3060 “Programs of Choice and Specialty Academies”

**Date of Initial Board Approval:** August 1978

**Amendments:** March 1985  
May 2003  
February 2009  
January 2012

**Policy Name:** Student Enrolment and Choice

**No:** 4000

**Guiding Principles**

1. Although the default enrolment option is the catchment area (neighbourhood) school, the Board supports student choice, including the choice of parents to enroll their children in non-catchment schools if space and facilities allow. Once enrolled in a non-catchment school, that student is considered an in-catchment student in future years of attendance in that school. While at least one child in a family is enrolled in the school, any sibling registering will also be considered an in-catchment student at that same school, including those registering for kindergarten.
2. When the Board considers school catchment boundaries, student population will be equated as closely as possible to the functional capacity of each school. Should a boundary be changed, existing students whose catchment area changes will be allowed to continue at their current school.
3. Decisions regarding student placement will be guided by:
  - a. Maximizing enrolment in catchment area schools;
  - b. Supporting choice of parents and students for non-catchment schools following consultation regarding implications of such a move;
  - c. Consideration of stability and continuity for students and families;
  - d. Ensuring effective resource allocations in light of student enrolment;
  - e. Supporting student enrolment in programs of choice and specialty academies.
4. The Board of Education recognizes that student needs are diverse and that secondary students may choose to enroll in more than one school.

**Date of Initial Board Approval:** May 2003

**Amendments:** March 1985  
May 2003  
February 2009  
January 2012

**Policy Name:** Student Enrolment and Choice

**No:** 4000

**Administrative Procedures**

1. Students shall normally be registered in the school in the catchment area in which they reside. Parents can expect that schools will verify places of residence and parents may be required to provide documentation to provide proof of permanent residency.
2. All K-8 students new to the district shall have their initial placement facilitated by the central registry at the district office. Placement will normally be in the catchment area school if space is available. If space is not available, parents will be consulted and provision will be made for registration in another district school pending space becoming available in the catchment area school. Students in grades 9-12 will register in their neighbourhood school or school of choice.
3. Parents wishing to enroll their children in out-of-catchment schools will be required to meet with the administration of the receiving school to apply for registration and to complete an “out of area” request form. The central district registry or the receiving school will date stamp out of area requests and place students on a wait list. On or before September 15, schools will determine the number of seats available in classes or programs. If possible, decisions for intake of out of area students will be made before the end of the preceding school year. If the school administrator determines that space and facilities are available, students from the wait list will be selected based on the following priority order:

Priority 1: A student whose enrolment has been approved by district executive, or directed by the student review process or board resolution.

Priority 2: A student whose enrolment is in a board-designated program of choice or specialty academy.

Priority 3: A student who is in-district and out-of-catchment.

Priority 4: A student from outside the district.

Within each group, students will be selected on the basis of the date of receipt of the request for enrolment in the receiving school.

**Policy Name:** Student Enrolment and Choice

**No:** 4000

**Administrative Procedures** (cont'd)

4. Receiving schools will notify parents of students on the wait list as soon as a decision is made, or as soon after September 15 as possible, to indicate whether or not the request has been accommodated.
5. Students in kindergarten through grade 9 will be allowed to register in only one school.
6. Students in grades 10-12 will be allowed to register in more than one school in accordance with provisions of the Act and Regulations.
7. Grade 8 students will be able to attend grade 9 at the school of their choice (per the provisions of Administrative Procedures 1 through 6 as applicable) and remain eligible for BC School Sports competitions in their school of choice.

**Date of Initial Board Approval:** March 1985

**Amendments:** May 1997  
May 2003  
February 2009  
January 2012

## School District No. 63 (Saanich)

**Policy Name:** Residency Entitlement to a Tuition Free  
Public Education Program

**No:** 4020

### Preamble

The status of a parent or legal guardian must be evaluated prior to applying this resident review. Parents or legal guardians who have a status of Canadian Citizen, landed immigrant, convention refugee, refugee claimant, protected person, applied for landed immigrant status, admitted under a K-12 teacher exchange, diplomat, Minister's permit, work permit or study permit are considered eligible for provincial funding.

The reporting of students for funding from the Provincial Government requires consistent procedures to determine that the student is ordinarily resident in the school district. This policy sets out the guidelines to determine that the student is ordinarily resident.

### Policy Statement

All persons of school age (as defined in the School Act) who are resident within the boundaries of the school district, and whose guardian(s) are ordinarily resident in British Columbia, are entitled to enroll in an educational program provided by the Board. Such students will be provided free of charge with the services and materials set out in section 82(1) of the Act. This policy outlines the criteria for guardianship and residency.

**Statutory Reference:** "School Age" is defined in the School Act as a person who has or will have attained the age of five (5) years on or before December 31 of that school year and who has not attained the age of nineteen (19) years before July 1 in the year of application.

**Contractual Reference:**

**Policy Reference:** Policy 4000 (Student Enrolment and Choice)

**Date of Initial Board Approval:** March 2011

**Amendments:**

## **School District No. 63 (Saanich)**

**Policy Name:** Residency Entitlement to a Tuition Free  
Public Education Program

**No:** 4020

### **Guiding Principles**

1. The Board will determine a student is ordinarily resident if both student and parent (or legal guardian) have a permanent place of residence and an ongoing physical presence in British Columbia.
2. The place of residence for the student shall be determined by the place where the parent/guardian is ordinarily resident unless there is satisfactory evidence that the student's ordinary residence is different.
3. A legal guardian is the parent(s) or a person appointed by a Canadian court order. A letter from the parent is not sufficient to designate a person as a legal guardian.
4. For the purposes of delivering distributed learning services, a student is ordinarily resident in the province of British Columbia if the student and the parent (or legal guardian) are ordinarily resident in the province (see Guiding Principle 1).
5. A student may be temporarily absent from the residence of the parent/guardian but there must be clear documentation that the student will be returning to the parental home at the end of the absence. Students on exchange, athletes competing at elite levels and students involved in extended travel may be considered ordinarily resident.
6. The Board will use Ministry of Education criteria in determining residency.

**Date of Initial Board Approval:** March 2011

**Amendments:**

## School District No. 63 (Saanich)

**Policy Name:** Residency Entitlement to a Tuition Free  
Public Education Program

**No:** 4020

### Administrative Procedures

1. Registration for students new to the school district in elementary and middle grades will occur at the board office.
2. Registration for students new to the school district in secondary grades will occur at the school.
3. Proof of residency of the student new to the district and/or his/her legal guardian(s) will be required by the district staff or principal/vice-principal at time of registration.
4. Proof of residency for a home owner will be one of the following documents:
  - a. BC Driver's License
  - b. Recent property tax statement
  - c. Purchase agreement for the purchase of a new home
  - d. A utility statement outlining the owner's name and address
5. Proof of residency for a renter will be one of the following documents:
  - a. Formal rental or lease agreement
  - b. A utility statement outlining the renter name and address
6. For Canadian immigrants, confirmation of landed immigrant status is required for both the parent and student.
7. For guardianship, a court order is required.
8. For parent(s)/guardians on an employment or study visa or a student on a student visa, a copy of the visa will be required as well as proof of residency.
9. Policy 4000 will apply for determination of school catchment.
10. Information on visiting students should be forwarded to the Superintendent of Schools for approval.
11. In all cases residency and eligibility determination will be made in reference to Ministry of Education criteria.

**Date of Initial Board Approval:** March 2011

**Amendments:** July 2012  
November 2012

School District No. 63 (Saanich)

**Policy Name:** School Codes of Conduct and Supporting  
Responsible Student Behaviour

**No:** 4100

**Preamble**

The Saanich Board of Education believes that a key role of school and district staff is to foster responsible student behaviour.

The Saanich Board of Education shares a responsibility with and a commitment to schools, parents and community to prepare students as responsible citizens, who contribute to a safe, caring and orderly school and a socially responsible society.

**Policy Statement**

The Board's objective is to provide a school community which protects the rights of all students and allows each student to learn in a safe, caring and orderly environment.

**Statutory Reference:** School Act

**Contractual Reference**

**Policy Reference:** Policy 4130 "Formal Student Suspensions"

**Date of Initial Board Approval:** November 1982

**Amendments:** June 1999  
April 2008  
January 2017

**Policy Name:** School Codes of Conduct and Supporting  
Responsible Student Behaviour

**No:** 4100

### **Guiding Principles**

1. All school personnel are required to act as kind, firm and judicious parents when instructing and/or supervising students. Students shall not be subjected to physical discipline.
2. All members of the school community are encouraged to contribute to establishing and maintaining safe, caring and orderly schools.
3. All members of the school community will be relied upon to teach, model and encourage responsible behaviours.
4. The combined efforts of all school community members to maintain responsible actions will include such practices as positively contributing to the classroom and school community, solving problems in peaceful ways, valuing individual diversity and defending human rights.
5. Members of each school community will be made aware of the school's code of conduct/citizenship.
6. The measures employed to encourage responsible student behaviour in a diverse community shall be respectful and strength based, and shall take into account individual student needs.
7. Schools are expected to have school-wide practices designed to foster values of respect, responsibility, compassion, honesty and fairness.
8. School codes of conduct/citizenship are to communicate clear expectations for acceptable responsible behaviour and describe appropriate consequences that include a range of interventions that are preventive and restorative.
9. School codes of conduct/citizenship must be consistent across grade levels and must be developed through a collaborative model that recognizes the critical role parents have in supporting responsible student behaviour.
10. School codes of conduct/citizenship will support respectful learning environments and encourage the acquisition of lifelong responsible attributes for all students.
11. School codes of conduct/citizenship must be consistent with the Ministry of Education's guidelines detailed in the *Safe, Caring, and Orderly Schools* document.

**Policy Name: School Codes of Conduct and** Supporting  
Responsible Student Behaviour

**No:** 4100

**Guiding Principles (cont'd)**

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12. School codes of conduct will include one or more statements about what is unacceptable behavior including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school related activity or in other circumstances where engaging in the activity will have an impact on the school environment.
13. School codes of conduct must specifically reference each of the following prohibited grounds of discrimination:
  - Race
  - Color
  - Ancestry
  - Place of origin
  - Religion
  - Marital status
  - Family status
  - Physical or mental disability
  - Sex
  - Sexual orientation
  - Gender identity or expression
  - Age

**Date of Initial Board Approval:** November 1982

**Amendments:** June 1999  
April 2008  
January 2017

**Policy Name:** School Codes of Conduct and Supporting  
Responsible Student Behaviour

**No:** 4100

### **Administrative Procedures**

1. School principals will, during the first staff meeting in September of each school year, review with teaching and support staff, the contents of this policy. Staff hired through the year after the first staff meeting will review this policy during their orientation.
2. School personnel will review the contents of this policy with newly selected teachers-on-call and will provide such teachers with a copy of this policy.
3. In order to promote responsible student behaviour, whenever it is possible and appropriate, school personnel should consider the following:
  - a) Ensure that students, staff and parents are aware of school codes of conduct/citizenship and restitution/restorative practices;
  - b) Ensure that codes of conduct/citizenship are written in accordance with the Ministry of Education's guidelines detailed in the *Safe, Caring, and Orderly Schools* document and the Provincial Standards for *Codes of Conduct Order*.
  - c) Ensure that Codes of Conduct are written in accordance with the Guiding Principles of this policy.
  - d) Establish practices and procedures that address inappropriate behaviour, are respectful, ensure accountability and promote responsible behavioural change;
  - e) Ensure individual codes of conduct/citizenship are consistent across the levels (elementary, middle and secondary);
  - f) Ensure interventions are timely, provide a link between the consequences and the inappropriate behaviour and offer an opportunity for students to learn from their mistakes;
  - g) Ensure that consequences are fair and proportionate in consideration of the inappropriate behaviour;
  - h) Seek help from administration, counsellors, or student services personnel as needed;

**Policy Name:** School Codes of Conduct and Supporting  
Responsible Student Behaviour

**No:** 4100

**Administrative Procedures cont'd**

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- i) Consult with parents as necessary;
- j) Document the inappropriate behaviour and interventions;
- k) Discuss disciplinary actions of a serious nature with the principal or designate before carrying them out and be aware of the limits set by law to the exercise of authority (e.g., a teacher does not have the legal authority to suspend the student).

**Range of School Based Interventions** (the following examples may include but are not limited to):

- On the spot conference or redirection

**District Based Interventions** (the following examples may include but are not limited to):

- District Psychologist involvement
- District Screening Process for identification
- District Behaviour Support Team referral
- Children's Development Centre (CDC)
- Alternative Learning Program (ALP)
- Individual Learning Centres (ILC)
- South Island Distance Education School (SIDES)
- Student Review

**Coordinated School/District/Community Services** (the following examples may include but are not limited to):

- Police liaison officers
- Peninsula Crossroads Restorative Justice
- Vancouver Island Health Authority (VIHA)
- Saanich Child and Youth Mental Health
- Ministry of Children and Family Development (MCFD)
- Beacon Community Services
- NIL/TU,O Family and Child Services
- Youth Forensic Psychiatric Services
- Project Alive
- Queen Alexandra Hospital for Children – Ledger House

**Date of Initial Board Approval:** November 1982

**Amendments:** June 1999  
April 2008  
January 2017

School District No. 63 (Saanich)

**Policy Name:** Student Discipline on School Buses

**No:** 4110

**Policy Statement**

The Board will provide school bus transportation for students who qualify for such service and who agree to abide by the District "Code of Conduct for Bus Students."

**Statutory Reference**

**Contractual Reference**

**Policy Reference**

**Date of Initial Board Approval:** September 1977 **Amendments:** May 2007

**Policy Name:** Student Discipline on School Buses

**No:** 4110

**Guiding Principles**

1. Students are subject to the school code of conduct going to and returning from school.
2. The principal shall delegate to the bus driver authority for supervising students on the buses and for reporting matters or incidents to initiate appropriate disciplinary measures.
3. The bus driver is expected to instruct students on bus safety, enforce safety regulations, and maintain appropriate discipline.
4. The student must obey instructions or directives promptly.
5. In addition to the above, when a teacher is travelling on a school bus in an official capacity, that teacher has the responsibility to ensure that standards of behaviour by students are consistent with normal school expectations of conduct.
6. If a student contravenes the school or bus code of conduct while on a bus, s/he may be suspended from school bus service.
7. Students suspended from school bus services are still expected to attend school.
8. In the event that a student is involved in willful damage to a bus, s/he may be prohibited from use of the bus at least until restitution is made.
9. The driver may assign the seat which the student will occupy and be held responsible for.
10. Code of Conduct for Bus Students:  
The Standards of Conduct on school buses shall be similar to those expected of students within the school. Students shall refrain from practices which endanger themselves or others and shall show respect for the rights and property of others by:
  - remaining properly seated during their entire journey;
  - behaving in a quiet and orderly manner both on and off the bus;
  - keeping personal possessions on the floor near their feet or in the overhead racks;
  - refraining from eating or drinking on the bus;
  - not consuming tobacco products or engaging in chemical abuse;
  - not distracting the driver;
  - using only the bus route that is originally assigned unless otherwise approved;
  - not fighting or using offensive language;
  - obtaining permission from the driver prior to opening bus windows.

**Date of Initial Board Approval:** September 1977 **Amendments:** May 2007

School District No. 63 (Saanich)

**Policy Name:** Student Discipline on School Buses

**No:** 4110

**Administrative Procedures**

1. If a student contravenes the school or bus code of conduct while on a bus, the bus driver may report the incident to the school administrator for school level follow-up as necessary. The normal discipline procedure would progress as follows, although a single incident of inexcusable conduct may result in a more serious consequence.

Step 1: The student is warned orally by the driver. If the misconduct continues parents will be informed verbally.

Step 2: The student is warned in writing by the driver. The parents and the principal are to be informed by the Coordinator of Services. Where student or driver safety or damage to the bus is involved, the bus driver may refuse any student access to the bus.  
A driver may not put the student off the bus other than at the school or at his or her regular bus stop.

Step 3: The student may be suspended from bus service by the driver for up to three days and/or suspended up to ten days by the Coordinator of Services. Telephone contact will be made (confirmed by letter) with parents and the school principal by the Coordinator of Services prior to the suspension taking effect.

Step 4: When a bus suspension of more than ten days is recommended by the Coordinator of Services, the principal or vice-principal shall take the following action:

- Consult with the driver;
- Interview the student and parent(s);
- Inform the student and parent(s) in writing of the suspension and provide a copy of this policy;
- Send the Coordinator of Services a copy of the letter written to the parent(s); and
- Ensure that parents and students are aware of the District's appeal procedure.

Step 5: The principal or vice-principal, in consultation with the Coordinator of Services, may revoke busing privileges for the remainder of the year.

**Date of Initial Board Approval:** September 1977 **Amendments:** May 2007

**Policy Name: Possession or Use of Alcohol/Non-Medical Drugs**

**No. 4120**

**Preamble**

The Board takes very seriously its responsibility to ensure the safety and well being of students, staff and community members who are on school district property or who are engaged in or come in contact with, school functions held within the community.

Students under the care and control of the Board of Education must not use, possess, be under the influence of and/or distribute alcohol, non-prescriptive drugs or prescription drugs being used in non-prescriptive ways (non-medical drugs). Students must not possess any related materials, equipment or paraphernalia.

**Policy Statement**

The Board of Education will not tolerate the use, possession and/or distribution of alcohol or non-prescriptive drugs or associated paraphernalia (including vapourizers). Students engaged in such use, possession or distribution, or under such influence, will be dealt with according to the accompanying Guiding Principles and Administrative Procedures.

**Statutory Reference**

School Act Section 6 – Duties of Students

**Contractual Reference**

**Policy Reference**

4130 - Formal Student Suspension

**Date of Initial Board Approval:** June 1999

**Amendments:** April 2000  
February 2009  
March 2017

**Policy Name: Possession or Use of Alcohol/Non-Medical Drugs**

**No. 4120**

**Guiding Principles**

1. The Board believes that for students to be successful in and beyond school they must be healthy, including being free from the effects or influence of drugs and alcohol.
2. Substances covered by this policy shall refer to any mood altering substances which include, but are not limited to: alcohol; illicit drugs as defined under the Criminal Code of Canada; unauthorized prescription drugs; and other chemical substances which impair a person's judgment and ability to participate appropriately in the learning environment established by the school.
3. Students believed to be using or possessing alcohol or non-medical drugs are to be reported to their school administrator as quickly as possible.
4. When a school administrator determines that a student was using or in possession of alcohol, non-medical drugs or drug-related paraphernalia (including vapourizers) the administrator will ensure that appropriate support and intervention measures are put in place.
5. The use of or possession of alcohol, non-medical drugs or drug-related paraphernalia (including vapourizers) may result in removal of the student from school for a period of time to be determined by the administration of the school. In some cases, and specifically in the case of repeat offences, the student will be referred to the student review process as outlined in Policy 4130.

**Date of Initial Board Approval:** June 1999

**Amendments:** April 2000  
February 2009  
March 2017

**Policy Name: Possession or Use of Alcohol/Non-Medical Drugs**

**No. 4120**

**Administrative Procedures**

1. A school administrator is expected to investigate the circumstances related to any student alcohol and/or drug violations as soon as possible.
2. A school administrator will determine the action to be taken involving the student in keeping with the district's policy on student suspensions (Policy 4130).
3. A school administrator, in consultation with parents, the student, appropriate staff and community agencies as necessary, will determine if the student will be required to participate in a support program such as a substance abuse program or counselling.
4. The parent of any student involved in the use of or possession of alcohol, non-medical drugs or drug-related paraphernalia (including vapourizers) will be notified in a timely manner.

**Date of Initial Board Approval:** June 1999

**Amendments:** April 2000  
February 2009  
March 2017

School District No. 63 (Saanich)

**Policy Name:** Formal Student Suspensions

**No:** 4130

**Preamble**

The Board believes that every student has the responsibility to be a self-disciplined and responsible member of the school community and the community at large.

At all times students should contribute to a safe, caring and orderly learning environment. Each student is expected to respect the rights and property of others, and to comply with the district policies and individual school codes of conduct/citizenship.

The Board recognizes that when students participate in extreme behaviour of a serious and/or chronic nature, suspensions from school may be necessary.

**Policy Statement**

1. According to the mandate of the Board of Education and in accordance with the School Act and its attendant regulations, students may be suspended for a specific period of time. The Board authorizes principals and vice-principals to suspend students in accordance with the provisions of the School Act.
2. Schools have procedures designed to deal with students who receive a suspension as a result of contravening school codes of conduct/citizenship.
3. The Board directs the Superintendent, or designate, to ensure that once a more than five day suspension has been effected, the Student Review Process is initiated to resolve the situation and, where possible, to the satisfaction of the parents/guardians, the school(s) concerned.

**Statutory Reference:**

**Contractual Reference:**

**Policy Reference:** Policy 1110 "Parent/Student Appeals Bylaw"  
Policy 2410 "Alcoholic Beverages and Illegal Drugs"  
Policy 6110 "Violence or Intimidation"  
Policy 6120 "Weapons"

**Date of Initial Board Approval:** July 1982

**Amendments:** November 1989  
May 1990  
June 2008

**Policy Name:** Formal Student Suspensions

**No:** 4130

**Guiding Principles**

The suspension of students must only be implemented in situations where all other attempts to correct the student's inappropriate behaviour(s) have failed or in circumstances which dictate that an immediate removal of the student is warranted.

All schools are expected to consider the following Board expectations when promoting and reinforcing responsible student behaviour.

- a) Create school cultures that focus on preventing the behaviours that result in suspensions;
- b) Provide alternatives to suspensions that attempt to help students change their inappropriate behaviour and promote positive student behaviour;
- c) Provide supportive mechanisms when suspension is the appropriate discipline strategy;
- d) Assist students in maintaining a positive connection with the school community.

**Date of Initial Board Approval:** June 2008

**Amendments:**

**Policy Name:** Formal Student Suspensions

**No:** 4130

### **Administrative Procedures**

#### **A. PRE-SUSPENSION PROCEDURE**

Before initiating the process of formal suspension according to Sections 26 and 85(2)(c)(i),(ii)(d) and (3)(a),(b) of the School Act, wherever possible, the principal/vice-principal must ensure that the following interventions/processes have been undertaken:

1. Articulate school philosophy related to the code of conduct/citizenship for students (reviewed annually by school staff).
2. Document inappropriate behaviour, including all pertinent dates of incidents, actions taken and any written communication with the parents/guardians.
3. Complete a detailed investigation into the inappropriate behaviour/incident.
4. Inform parents/guardians of inappropriate behaviour and discuss measures for improved behaviour.
5. Complete an educational assessment and initiate supportive measures where applicable.
6. Initiate referral procedure with the District's Learning Services Department where the situation warrants more resources.

#### **B. EXCEPTIONS TO PRE-SUSPENSION PROCEDURES**

In certain situations immediate suspensions may be effected even though all of the pre-suspension procedures have not been carried out, e.g.,

1. In a crisis situation to protect the child, other children or adults.
2. In situations where Board policies indicate suspension is the consequence for the offence.

**Policy Name:** Formal Student Suspensions

**No:** 4130

**Administrative Procedures** (cont'd)

C. PROCESS FOR FORMAL SUSPENSION

The process of suspension is a legal act and has serious implications. School District 63 categorizes two types of suspension:

- a) Five school days or less (see following);
- b) More than five day suspension (see following).

Principals/vice-principals shall report all suspensions to the Office of the Assistant Superintendent of Schools – Learning Services as soon as possible using the district form “Student Suspension - Incident Form.”

a) Procedures for Five School Days or Less

1. The principal/vice-principal shall make contact with the student and with the parents/guardians to inform them of the reasons for suspension, the duration of such a suspension, and any restrictions applied to the student during this suspension. This contact should be made as soon as possible.
2. The principal/vice-principal shall also request that the parents/guardians personally attend the school to receive their child. Should the parents/guardians be unable/unwilling to personally receive their child from the school, the principal/vice-principal shall retain the student until dismissal time, or make other arrangements.
3. The principal/vice-principal shall then send a letter regarding the suspension to the parents/guardians.
4. A copy of the District Student Suspension Incident Form shall be forwarded to the Office of the Assistant Superintendent of Schools – Learning Services. A copy of the suspension letter to the parents shall also be forwarded.
5. During the suspension period, the school shall make an educational program available to the student.

**Policy Name:** Formal Student Suspensions

**No:** 4130

**Administrative Procedures** (cont'd)

6. The principal/vice-principal shall outline in writing the specific conditions with respect to the student's return to school and shall communicate these to the parents/guardians, and to the student. The principal/vice-principal may extend the suspension if the student has not yet demonstrated a willingness to abide by the conditions of the suspension and the school code of conduct/citizenship. Support services will be offered to the student where applicable.
7. Conditions stipulated by the school may include:
  - i) the completion of the educational program prepared by the school;
  - ii) the attendance of the parents/guardians with the child on the date of reinstatement, in order to consult with the principal/vice-principal regarding the child's educational program and behaviour. The principal/vice-principal may choose to consult with parents/guardians in writing or by telephone instead.
8. A referral procedure with the District's Learning Services Department shall be initiated where the situation warrants more resources.
9. Prior to the student's re-entry to school, the school administrators and appropriate staff shall review the reasons for suspension and provide support required to help ensure the student is successful upon returning to school.

b) Procedures for more than Five Day Suspension

A suspension of more than five (5) days occurs when:

- i) in the opinion of a principal/vice-principal, a student's behaviour is considered to be of a serious nature (i.e., drug/alcohol use or possession, violence, etc.); or
- ii) in the view of a principal/vice-principal, a student violates the school code of conduct/citizenship to a significant extent and has not responded to an incremental series of suspensions of less than five days.

**Policy Name:** Formal Student Suspensions

**No:** 4130

**Administrative Procedures** (cont'd)

1. The principal/vice-principal shall make contact with the student and with the parents/guardians to inform them of the reasons for suspension, the duration of such a suspension and any restrictions applied to the student during this suspension. This contact should be made as soon as possible.
2. The principal/vice-principal shall also request that the parents/guardians personally attend the school to receive their child. Should the parents/guardians be unable/unwilling to personally receive their child from the school, the principal/vice-principal shall retain the student until dismissal time, or make other arrangements.
3. The principal/vice-principal shall then send a letter regarding the suspension to the parents/guardians.
4. The Office of the Assistant Superintendent of Schools – Learning Services will be forwarded a copy of the more than five day suspension letter with a copy of the District Student Suspension Incident Form.
5. During the suspension period, the school shall make an educational program available to the student.
6. The principal/vice-principal shall prepare full documentation for presentation to the Student Review Committee (refer to student review checklist).
7. The Assistant Superintendent of Schools – Learning Services or designate, upon receipt of the information regarding the more than five day suspension shall convene a meeting of the Student Review Committee as soon as possible.
8. The Student Review Committee shall convene a meeting with the student, the parents/guardians and the principal/vice-principal.
9. The material submitted by the school to the review committee will be provided to the parent/guardian at least 48 hours before the review meeting.

**Policy Name:** Formal Student Suspensions

**No:** 4130

**Administrative Procedures** (cont'd)

10. In some instances, new information related to the suspension may emerge fewer than 48 hours prior to the review and which needs to be considered in the review meeting. The Assistant Superintendent or designate will ensure that the parent and student have adequate time to read, ask questions and present their views about the new information.

**D. STUDENT REVIEW COMMITTEE**

1. The Student Review Committee shall consist of, but not be limited to:
  - i) Principal/vice-principal from another School District No. 63 (Saanich) school;
  - ii) a member/(s) of the District staff;
  - iii) the Assistant Superintendent of Schools – Student Services or designate.
  - iv) a member of the WSANEC School Board (WSB), should the committee be dealing with the suspension of a First Nations Student.

The Chair of the Student Review Committee shall be appointed by the Superintendent of Schools. This Committee's responsibility is to review the case carefully and to make a series of recommendations for the resolution of the suspension which will include future educational programming.

2. The Student Review Committee, as part of its agenda, will provide opportunities for both the school principal/vice-principal, the suspended student and parents/guardians to provide additional information and make a response.
3. The Student Review Committee shall receive a written report from the school. This report should include the following items:
  1. Cover Sheet:
    - a) student profile, strengths and challenges
    - b) interventions/support
    - c) outside agency involvement (if applicable)
    - d) reason for suspension
    - e) school concerns

**Policy Name:** Formal Student Suspensions

**No:** 4130

**Administrative Procedures** (cont'd)

2. Attachments
  - a) current timetable
  - b) IEP (if applicable)
  - c) PR card
  - d) achievement records/report card
  - e) attendance
  - f) copy of suspension letter(s)
  
4. The Assistant Superintendent – Learning Services will make a decision regarding the student under suspension after considering the recommendations of the Student Review Committee. Possible outcomes could be:
  - a. that the suspension be lifted and the student returns to the same school;
  - b. that the suspension be lifted and the student be placed in a different school;
  - c. that specific conditions be established as part of the student's educational program;
  - d. that the student be referred to a District Program or alternative educational setting;
  - e. that upon re-entry of a student to a school, the parents/guardians be required to accompany the child to consult with the principal/vice-principal, regarding the student's educational program and supports offered.
  
5. The Assistant Superintendent of Schools – Learning Services will provide the parents/guardians a written copy of the Student Review Committee's decision.

**Policy Name:** Formal Student Suspensions

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**Administrative Procedures** (cont'd)

6. The parents/guardians have the right to appeal the decision to the Superintendent.

E APPEAL PROCEDURE (refer to Appeal Bylaw Policy 1110)

**Date of Initial Board Approval:** July 1982

**Amendments:** November 1989  
May 1990  
June 2008  
October 2008  
January 2014

School District No. 63 (Saanich)

**Policy Name:** Formal Student Suspensions

**No:** 4130

Model Suspension Letter  
(Five Days or Less)

Mr. & Mrs. Parent  
Address  
Town, BC  
Postal Code

Dear Mr. & Mrs. Parent:

Re: Student (name),  
Birthdate

This is to inform you that under Board Policy 4130 and under Sections 26 and 85 of the School Act, your son/daughter, (name) has been suspended for a period of (number) school days.

Board Policy 4130 states:

“The Board authorizes principals/vice-principals to suspend pupils in accordance with the provisions of the School Act.”

Section 85(2)(d) states that the Board has the power to “suspend students, in accordance with the rules under paragraph (c)(ii), so long as the Board continues to make available to those students an educational program.”

Briefly cite the incident and the date which has led to this suspension. Any of the following reasons may be used, supported by relevant information.

- (i) The student is willfully non-compliant to a staff member or principal/vice-principal.
- (ii) The student is not abiding by the school code of conduct/citizenship.
- (iii) The student is involved in a physical altercation.
- (iv) The student engages in bullying, harassment or intimidation of another (refer to Policy 6110).
- (v) The student directs inappropriate comments to a staff member or principal/vice-principal.

**Policy Name:** Formal Student Suspensions

**No:** 4130

Model Suspension Letter  
(Less than Five Days) (cont'd)

- (vi) The student is found to be in possession of, or under the influence of, drugs or alcohol (refer to Policy 2410).
- (vii) The students uses or is in possession of a weapon (refer to Policy 6120).
- (viii) The student willfully damages school property or property belonging to another.

Please call the school to arrange the pick up of work to be completed during the suspension.

\_\_\_\_\_(name)\_\_\_\_\_ is welcome back to school on \_\_\_\_\_(date)\_\_\_\_\_.

It is our hope that through our discussions, we will be able to ensure \_\_\_\_\_(name)\_\_\_\_\_'s future success in school. Should you have any questions, please contact me at school during regular school hours.

Yours respectfully,

(name)  
Principal

cc Assistant Superintendent of Schools – Learning Services

School District No. 63 (Saanich)

**Policy Name:** Formal Student Suspensions

**No:** 4130

Model Suspension Letter  
(More than Five Days)

Mr. & Mrs. Parent  
Address  
City, BC  
Postal Code

Dear Mr. & Mrs. Parent:

Re: Student (name),  
Birthdate

This is to inform you that under Board Policy 4130 and under Sections 26 and 85 of the School Act, your son/daughter, (name) has been suspended for a period of more than five school days to be served beginning \_\_\_\_\_ and until a meeting of the Student Review Committee is convened to review this suspension.

Board Policy 4130 states:

“The Board authorizes the principal/vice-principal to suspend students in accordance with the provisions of the School Act.”

Section 85(2)(d) states that the Board has the power to “suspend students, in accordance with the rules under paragraph (c)(ii), so long as the Board continues to make available to those students an educational program.”

Briefly cite the incident, including date(s), which has led to this suspension. Any of the following reasons may be used, supported by relevant information.

- (i) The student is willfully non-compliant to a principal or teacher staff member or principal/vice-principal.
- (ii) The student is not abiding by the rules and regulations of the school code of conduct/citizenship.
- (iii) The student is involved in physical violence (refer to Policy 6110).
- (iv) The student engages in bullying, harassment or intimidation of another (refer to Policy 6110).

**Policy Name:** Formal Student Suspensions

**No:** 4130

FORMAL STUDENT SUSPENSIONS

Model Suspension Letter  
(More than Five Days) (cont'd)

- (v) The student directs inappropriate comments to a staff member or principal/vice-principal.
- (vi) The student is found to be in possession of, or under the influence of, drugs or alcohol (refer to Policy 2410).
- (vii) The student uses or is in possession of a weapon (refer to Policy 6120).
- (viii) The student willfully damages school property or property belonging to another.

Please call the school to arrange the pick up of work to be completed during the suspension.

A representative of the School Board Office will contact you shortly to arrange the Student Review meeting. Students serving out of school suspensions are not permitted on school property anywhere in the district for the duration of the suspension.

Should you have any questions, please contact me at school during regular school hours.

Yours respectfully,

(name)  
Principal

cc: Assistant Superintendent of Schools – Learning Services

School District 63 (Saanich)

**Policy Name:** Guidelines for Police Contact  
with Students at School

**No.** 4140

**Preamble**

In maintaining a positive and healthy school environment within the larger community, it is important to have a respectful and cooperative relationship between school personnel and police departments. At the same time, we must attend to our duty in “locus parentis” on behalf of the child.

**Policy Statement**

School personnel will co-operate with personnel from law enforcement agencies following legal guidelines and local protocols which maintain the school’s responsibility to provide for the student’s well being. Involvement of the police with the school may be as a result of:

- a) a student indicating that s/he has been a victim of a criminal act
- b) the school administration’s belief that a student may have committed a crime while at school
- c) a request by police to question a student in connection with an investigation of a crime on or off school property.

**Date of Initial Board Approval:** May 7, 2001

**Amendments:**

School District 63 (Saanich)

**Policy Name:** Guidelines for Police Contact  
with Students at School

**No.** 4140

**Guiding Principles**

1. Except in crisis situations where it would be impractical for police personnel to make initial contact with a school administrator, all police contact with students at school shall occur with the knowledge and consent of the administrator, and with prior notification so that police arrival at the school can be anticipated and accommodated as practical, and so that parent contact can be made if possible.
2. The duty of an educator to act in “locus parentis” on behalf of a child remains a priority in dealing with police involvement in the school.

**Date of Initial Board Approval:** May 7, 2001

**Amendments:** June 2004

School District 63 (Saanich)

**Policy Name:** Guidelines for Police Contact  
with Students at School

**No.** 4140

**Administrative Procedures**

In situations where police wish to have contact with students at school, the building administrator shall:

1. request that the police complete interviews, questioning, searches and arrests at the student's home or at another location away from the school if possible.
2. make every attempt to notify the parents and confirm whether they wish to attend. The administrator will document attempts to make contact.
3. determine from the police officer what the nature of the contact will be: conversation, questioning, or arrest.
4. note the officer's name, badge # and case # for identification purposes and record keeping.
5. ensure that s/he will attend the interview in the absence of the student's parents.
6. verify that the student understands that s/he is under no requirement by the school to participate in the interview or to answer questions.
7. decide where in the school the interview or arrest will take place in order to protect privacy and maintain the regular functioning of the school.
8. be sure that in all cases, complete records are kept of the circumstances of the police contact with students.
9. be certain that s/he, if present at the interview, does not participate in the questioning.
10. ensure that s/he does not act, or appear to act, as a representative of the police, and provide guidance to all school staff to ensure that no one from the school appears to be acting as a representative of the police.
11. provide, if requested by police, student demographic information.
12. proceed with any school-level investigation and/or other discipline-related steps as necessary once the initial police contact at the school has ended and be clear with the student and parents that the school-related consequences that may result will be determined separately from the police investigation and outcomes.

**Date of Initial Board Approval:** May 7, 2001

**Amendments:**