

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> BY-LAW NO. 5 - DELEGATION OF POWER OF SUSPENSION	
<i>Source:</i> Education Act Council of Commissioners	<i>Adopted:</i> ETSB99-107 1999-02-17 Effective 1999-02-17	<i>Reference Number:</i> B005

The Eastern Townships School Board delegates the power of suspension to the Principal / Center Director of a school / center for a period of up to five (5) consecutive days for any student behaviour deemed inappropriate.

The Eastern Townships School Board delegates the power of suspension of a student to the Director General for periods of more than five (5) consecutive days up to 30 student days.

The Eastern Townships School Board retains the right to suspend or expel a student from one of its schools / centers or all of its schools / centers within its jurisdiction.

The following administrative procedure is to be followed when suspending a student from a school or center of the Eastern Townships School Board.

**ADMINISTRATIVE PROCEDURE
SUSPENSION AND/OR EXPULSION OF STUDENTS (ART. 242)**

1) Student suspension of less than five (5) days:

- 1.1 The student is informed of the reason and requested to remain out-of-school for the period of time decided by the Principal / Center Director.
- 1.2 The parent / legal guardian of the student is to be contacted so that a discussion can take place following which a formal written letter will be sent to the home address.
- 1.3 The school / center must keep a record of all student behaviour leading to a suspension.

2) Student suspension of more than (5) days:

2.1 The Principal / Center Director requesting a student-suspension of more than five (5) days must obtain the approval of the Director General. This may be done by telephone but must be followed-up in writing.

2.2 Once approval has been given, the Principal /Center Director is to notify the parent / legal guardian and or the student of the decision and clarify the conditions under which the student may return to the school / center.

2.3 The Principal / Center Director requesting a balance-of-year suspension and/or expulsion must give adequate information to the Director General and ensure all possible option and student services have been explored prior to requesting that the student file be forwarded to the School Board. The Principal / Center Director must inform, in writing, the parent / legal guardian and the student of these proceedings for balance-of-year suspension and/or expulsion.

2.4 Balance-of-year suspensions and/or expulsions approved by the Council of Commissioners will be communicated to the parent or legal guardian and the student by the Secretary General. The Secretary General will also inform the parent or legal guardian and the student of their right to appeal this decision.

2.5 School Board policies which define specific sanctions will not be changed or altered by this procedure.

APPEAL COMMITTEE

Mandate:

The Committee is mandated by the Board to examine the request of a student or his/her parents for the purpose of an appeal of a decision of the Board which has an effect on that student.

Composition:

At least two (2) Commissioners selected from the eight (8) Commissioners appointed by the Council of Commissioners with a representative from the administration.

Appeal Procedure:

1. The request of the student or his/her parents shall be made in writing and shall briefly set forth the grounds on which its is made.
2. The request shall be transmitted to the Secretary General of the School Board (Mr. Dennis McCullough) at 101, Du Moulin Street in Magog QC J1X 6H8.
3. Interested parties shall be notified of the appeal.
4. The Secretary General will convene a meeting of the Appeal Committee and give assistance to the interested parties if requested.
5. During the examination of a request, the interested parties shall have the opportunity to present their points of view.
6. The Appeal Committee shall report its findings to the Board.
7. The person who made the request will be notified of the Board's decision and the grounds on which it was made.

For the purpose of ensuring a fair process of the Appeal Committee, there must be two Board members present at all hearings.