

ADMINISTRATIVE PROCEDURE #406

STUDENT SUSPENSION AND DISTRICT STUDENT INTERVENTION COMMITTEE

BACKGROUND

The Burnaby School District recognizes its responsibility to provide a secure environment for students and staff in which they will be safe from violence, threat and intimidation, as outlined in the District's Code of Conduct.

PROCEDURES

Student Suspensions

The *School Act* (Section 85) authorizes the Burnaby Board of Education to establish a Code of Conduct for students who are attending educational programs operated by, or on behalf of, the Board.

1. When a student is in breach of the District's Code of Conduct, the school shall make every effort to resolve the issue(s) at the school level without interrupting the student's educational program;
2. When there is a breach of the District's Code of Conduct that is severe in nature or cannot be resolved while the student remains in attendance at school, the principal or designate may suspend a student; or,
3. When there is a severe breach of the District's Code of Conduct involving violence, intimidation, or weapons, a referral will be made to the District's Student Intervention Committee.

School Process for Student Suspensions

1. The principal or designate will ensure that every effort is made to provide an opportunity for any student facing disciplinary action to provide a written or verbal statement to the principal.
2. Telephone contact will be made with the student's parent(s) and/or guardian(s) to inform them of the circumstances of the suspension and to give them the opportunity to provide information verbally or in writing to the principal.
3. A letter will be sent to the parent(s) and/or guardian(s) by registered mail.

4. For suspensions longer than five days, the principal or designate will contact the Chair of the District's Student Intervention Committee.
5. Principals will ensure that students who are suspended are provided an educational program to work on while not in school.

Students with Disabilities or Diverse Abilities

1. When a principal considers the act of violent or aggressive behavior by a student with a disability or diverse ability, or a student with a serious mental health diagnosis to be severely threatening to the safety of themselves, students and/or staff, consideration of a student's cognitive ability and comprehension as to the effects of their behavior is required. The principal will consult with District Inclusive Education staff as required. If suspension or a referral to the District's Student Intervention Committee is not appropriate, considering the student's cognitive ability and comprehension, the principal shall:
 - a. make immediate telephone contact with the parent(s) and/or guardian(s) to arrange for the student to remain at home until resolution. Arrange a meeting of concerned parties; including inter-ministerial representation where appropriate, to review the incident and to identify key actions required to provide continuity of a student's current educational program;
 - b. make an oral report of the incident to the Assistant Superintendent or designate;
 - c. ensure the case manager arranges a responsive meeting with the student's support team and a member of the District Inclusion Team (BCBA or DLST) as soon as possible to review all components of the plan and relevant behavioural data when the incident involves a student who has any of the following comprehensive behavioural support plans in place; Functional Behavioural Assessment, Positive Behavioural Support Plan and/or a Safety Plan;
 - d. meet with the parent(s) and/or guardian(s) to discuss the terms of agreement under which the student is to remain at home until a Behaviour Risk Assessment, Safety Plan and Positive Behaviour Support Plan is completed, or modified. The meeting will outline:
 - i. that the agreement is designed to avoid a suspension path in deference to the student's disability or diverse ability in consideration of their cognitive ability and comprehension;
 - ii. that the home stay is the result of violent or aggressive student misconduct;
 - iii. parent(s) and/or guardian(s) acknowledgement of home stay and educational plan; and,
 - iv. the date of any agreed upon meetings and a description of the process and plan development.
 - e. prepare a written report to be retained in the student's file. The record shall include:
 - i. identification of the student – date of birth, address, telephone number, parent(s) and/or guardian(s) names, school and grade placement;
 - ii. the date, time and location of the incident;
 - iii. name of staff assisting in the incident;
 - iv. the name of any non-student who witnessed the incident;

- v. a list of agencies currently/previously involved with the student and family;
 - vi. a description of the incident to include the context in which the incident occurred, behavioural escalation, positive behavioural strategies used to prevent or de-escalate the behaviour, evaluation of the Safety Plan and evidence of steps taken to notify parent(s) and/or guardian(s);
 - vii. copy of recent behavioural data;
 - viii. anecdotal record and/or
 - ix. statement of impact on greater school community.
- f. provide a copy of the written report to the Superintendent or designate.
2. If a request for agreement by parent(s) and/or guardian(s) for home stay until resolution is denied by the parent(s) and/or guardian(s), the principal will suspend the student under the authority of the *School Act* and contact the Superintendent or designate.

Investigation and Referral Process

1. When a principal or designate has been informed that a student poses a potential safety risk to the school or members of the school community, they shall initiate an investigation to determine if there are safety risks. A student may be required to remain at home during an investigation, prior to formal suspension. The principal or designate will:
 - a. telephone the student's parent(s) and/or guardian(s) informing them of the circumstances of the investigation;
 - b. follow the School Process for Student Suspensions noted above, should a suspension be required;
 - c. make a referral to the District Student Intervention Committee, if the breach of the District's Code of Conduct is severe or repetitive; and,
 - d. complete a detailed report following the requirements of the District Student Intervention Committee "Document Presentation Cover Sheet".
2. When a principal has reason to believe a student is in direct or indirect possession of a weapon or illegal substance while attending school or involved in an official school function, the principal shall:
 - a. interview the student to determine the validity of the information;
 - b. ask the student to produce the weapon or illegal substance in their possession or in their locker;
 - c. notify the student's parent(s) and/or guardian(s);
 - d. conduct a search of the student's person and personal property for weapons or illegal substances, when necessary and in the presence of another administrator or staff member, using the most reasonable, least intrusive method possible in searching the student and any property in the student's possession; and,
 - e. notify the Burnaby RCMP and seek their assistance, when necessary.
3. If the student refuses to cooperate in accordance with #2 above, the principal may suspend the student for willful non-compliance.
4. If the principal determines that a student is in possession of any weapons or illegal substances as defined above, the principal:
 - a. shall notify the Burnaby RCMP;

- b. may suspend the student; and/or,
 - c. may refer the matter to the appropriate District process.
5. If the principal has reason to believe the student is under the influence of an illegal substance, the principal:
- a. shall make every effort to ensure the health and safety of the student and others;
 - b. shall contact the parent(s) and/or guardian(s) of the student;
 - c. may suspend the student; and/or,
 - d. may refer the matter to the appropriate District process.
6. Having completed the above procedures or upon receiving a report that a student is placing themselves or others at risk by habitually abusing an illegal substance, the principal shall collaborate with the school counsellor in the development of an intervention and support plan which, taking into account the age and individual circumstances of the student, may include one or more of the following:
- a. an interview of the student to determine the level of abuse;
 - b. referral to the District's Substance Use Prevention and Health Promotion Worker;
 - c. referral to community resource agencies for further assessment and support; and/or,
 - d. recommendation of possible community support services to the parent(s) and/or guardian(s) of the student.
7. When a principal or designate reasonably believes that a student wishing to register at a school in the District has, in the past, been involved in an act of violence, threat or intimidation or the possession or use of a weapon in any other school district, the principal shall:
- a. contact the Chairperson of the District's Student Intervention Committee;
 - b. refer the student and parent(s) and/or guardian(s) to the Chairperson of the District's Student Intervention Committee for consideration of placement in an educational program; and,
 - c. advise the Chairperson of the District's Student Intervention Committee of the name, address, telephone number and pertinent details of the student applicant.

Procedures Involving the Burnaby RCMP

The District's administrative procedures involving the Burnaby RCMP are designed to ensure students' safety and address various situations, from questioning to taking students into custody. These procedures prioritize communication with parent(s) and/or guardian(s), collaboration with law enforcement, and the protection of students' rights.

1. Questioning Students

Unless circumstances dictate otherwise, questioning a student by the Burnaby RCMP should not begin until reasonable efforts have been made to contact the student's parent(s) and/or guardian(s). Parent(s) and/or guardian(s) should be given the opportunity to confer with the student and be present during questioning.

2. Taking a Student into Custody

Students cannot be released to the Burnaby RCMP by school officials without a formal arrest, or the agreement of the parent(s) and/or guardian(s). School officials should object to police attempts to remove students without arrest or consent. Efforts should be made to immediately contact the student's parent(s) and/or guardian(s) when a student is removed by police.

3. In circumstances requiring immediate action, the principal or designate should allow the Burnaby RCMP to complete their investigative work unimpeded. The Burnaby RCMP has the responsibility to protect the safety of students, staff and the school community. During high-risk situations, prior contact with parent(s) and/or guardian(s) is not always possible.

District Student Intervention Committee

The District's Student Intervention Committee's membership will include:

1. Director of Instruction, Safe and Caring Schools;
2. Coordinator, Student Intervention;
3. school administrator appointed by the Burnaby Principals' and Vice-Principals' Association; and,
4. a teacher appointed by the Burnaby Teachers' Association.

A Chairperson will be appointed annually by the Superintendent.

District Student Intervention Committee Operation

1. The District shall give the student as well as the parent(s) and/or guardian(s) an opportunity to appear before the Committee to speak to the issue(s) of suspension, admission, or placement. The Chairperson of the Committee will facilitate this process.
2. The Committee shall seek input of other agencies involved with the student prior to recommending an appropriate educational placement within the District.
3. Necessary correspondence resulting from the actions of the Committee shall be undertaken by the Chairperson on behalf of the Superintendent and consist of:
 - a. notification to the parent(s) and/or guardian(s) as well as the student by telephone or in person of the intervention process and the intervention meeting date;
 - b. agenda provided to Committee members, including summary information on specific case files to be considered; and,
 - c. requests for assistance or information from other agencies involved with the student.
4. When a decision has been made, the parent(s) and/or guardian(s) of the student and the initiating principal will be notified verbally and in writing. Should a school transfer be involved, both schools will be informed. When a recommendation is made for placement of a student in a school, a member of the District's Student Intervention Committee may

represent the Committee at an intake meeting between the student, parent(s) and/or guardian(s) and receiving school and arrange for a subsequent review of the student's progress.

Appeal of Committee Process or Decisions

1. Should a parent and/or guardian disagree with the decision of the District's Student Intervention Committee they may appeal the decision according to Policy #9 Appeal of Decision Bylaw.
2. A written report from the Chairperson or designate of the District's Student Intervention Committee will be provided.

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Date Adopted:

2025-06

Cross References: [Policy #9 Appeal of Decisions Bylaw](#)

Date(s) Revised: