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## ADMINISTRATIVE PROCEDURE 302 STUDENT BEHAVIOUR SUPPORT

### Progressive Student Support:

In the event that student behaviour results in a significant or repetitive breach of Board Policy and Regulations, school rules or the school code of conduct, the school principal or designate will intervene with progressive supports at the school. These supports will begin at the classroom level, with consultation with parents/guardians; progressing to referrals to the School Based Team. These supports usually begin with classroom supports but can lead to alternate assignment (IE. Mainstream Alternate Program, suspension, a referral to Student Services, and/or a referral to the District Behaviour Committee (DBC)).

Suspension shall mean an action taken by an administrator authorized by the School Act and Board Policy prohibiting a student from participating in the regular education program. Suspensions may be of two kinds: in-school suspensions or out-of-school suspensions. All suspensions and discipline must take into consideration individual circumstances.

The principal or designate in each school may suspend a student for a period not to exceed five (5) days when it is concluded that a student has failed to comply with Board Policy regarding student behaviour or with the school's rules or Code of Conduct.

Alternative methods of discipline other than out of school suspension should be used for students who are truant, tardy, or otherwise absent from school. During a suspension, it is the responsibility of the principal or designate to make available an educational program for the student for the duration of the suspension.

### Student Suspension Procedures:

When a student is suspended the following procedures shall be followed:

1. The principal or designate shall report the circumstances of the suspension to the parent or guardian, in person or by telephone. Telephone or personal contact will be confirmed, followed by a letter delivered via email or to the parent's home address. A copy of all correspondence must be kept on file.
2. For the duration of the suspension the principal or designate shall ensure that an appropriate educational program is made available to the student.
3. The principal or designate will discuss the matter with the student's parent/guardian and where necessary, consult with appropriate district personnel, School Based Team members or inter-agency care team personnel to create a success plan.
4. The suspension may be terminated or modified at the discretion of the principal or designate and/or the Superintendent or designate, after consultation with appropriate school district personnel and parent(s)/guardian(s).

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



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## **Referral Process to District Support**

### **District Resource Team (DRT); District Behaviour Committee (DBC); Worrisome Behaviour**

- DRT – The DRT is a problem-solving table – and is the next step to support a student after the School Based Team has exhausted their supports. When, in the opinion of the school principal, the resources of the school have been exhausted, the principal or designate may refer the student. This referral may coincide with a suspension; however, a referral may be made without a suspension. The referral to DRT must be promptly communicated to the parent. In making the referral to DRT, the principal or designate, must complete a full referral of actions taken at the school level to resolve the difficulties. Before the referral is made, appropriate consultation with the family, School Based Team, Indigenous Education Department, and Student Services Team should take place. Support services will also be made available to the victims of harassment, intimidation, or aggression.
- DBC Overview – The DBC is a decision-making table to work through serious violations to the school code of conduct for Middle/Secondary school aged students. In the event that the school principal or designate believes that a student's violation of the school code of conduct is serious enough to warrant a suspension of for more than five (5) days, the principal must refer the student to the DBC. This committee, chaired by the Assistant Superintendent (s), and consisting of the District Principals of Student Services, Indigenous Education, and Alternative Education, shall consider each case on its own merits, meet with the parent(s)/guardian and student concerned and consider further action, which shall include, but not be limited to recommending to the Superintendent any of the following:
  - a) suspension
  - b) provision of additional counselling and other support services to the student and the student's family
  - c) referral to the appropriate agencies (ADTP, PCRS Traverse program, Maples, Etc.)
  - d) placement in an alternate school setting, alternate school site (different school) or Kwiyeqel Secondary School
  - e) provide an at home educational program
  - f) expulsion from the school if the student is older than age 16 – *BC School Act*
  - g) referral to Student Services
  - h) no further action
- DBC Process – A member of the DBC team will meet with the parent/guardian and student prior to the DBC meeting. The purpose of the pre meeting is to help prepare the family for the DBC meeting. Additionally, another member of the committee will have a pre meeting with the school team to prepare as well. Both the parents and the school

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Related Legislation: BC School Act

Related Contract Article: Nil

Cross Refs: xxxx

Adopted: Nov 26, 1991

Amended: May 28, 2002; August 15, 2010, May 10, 2023

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

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team will receive a one-page overview of the meeting process at the pre-meeting. After the formal DBC meeting, and upon receiving the recommendations of the DBC, a letter, written by the Superintendent or designate, detailing the outcomes of the District Behaviour Committee meeting will be forwarded to the parents and filed at the school and at the School District.

- Worrisome Behaviour – Elementary aged students follow a different process termed, Worrisome Behaviour Planning. This process includes creating a behaviour or safety response plan developed together (school staff & parents) with Student Support Services.