



Lighthouse Suspension and Exclusion Policy

REVIEWED: August 28, 2025

AMENDED:

APPROVED:

Policy

Lighthouse International School is committed to maintaining a safe, respectful, and positive learning environment where every student can achieve their full potential. While the focus of the school is always on prevention, restorative practice, and positive behavioural interventions, there are occasions when suspension or expulsion is necessary to protect the wellbeing of the wider community. Decisions are made carefully and in line with Alberta Education's School Act, Cambridge International Schools' Code of Conduct, and Lighthouse's internal behaviour framework. Suspension or expulsion will only be used as a last resort after other corrective and supportive strategies have been exhausted or where the student's behaviour presents a significant risk to safety, learning, or the school's reputation.

A suspension or expulsion may occur when a student's actions are considered to be serious or persistent breaches of the school's expectations. These include, but are not limited to, physical violence, bullying, possession or use of prohibited substances, theft, vandalism, persistent defiance, or behaviour which endangers the safety or dignity of others. The process ensures fairness, due process, and communication with parents or guardians at every stage. Decisions to suspend or expel are never made in isolation, but after review by the Head of School, relevant staff, and the CEO / Director. Lighthouse recognises its duty to balance compassion with accountability, ensuring both individual rights and collective safety are respected.

Procedures

- Lighthouse has a behavioural ladder and behaviour list, which gives a transparent guideline to students, parents and staff. This outlines the consequences of different negative actions.
- When a serious incident occurs, the teacher involved must immediately report the matter to the Head of School. An initial investigation will be conducted to gather statements from witnesses and review any available evidence, such as CCTV footage.



- The student will be given the opportunity to explain their actions before a decision is made.
- If the behaviour warrants temporary removal from the school, a fixed-term suspension may be imposed for a period ranging from one to five school days. Parents or guardians will be notified in writing and invited to a meeting with the Head of School to discuss the incident, the duration of the suspension, and the conditions for the student's return. During suspension, students are expected to complete all assigned academic work through Google Classroom to ensure continuity of learning.
- If repeated serious behaviour occurs, or if a single incident poses extreme danger or harm, the Head of School may recommend expulsion. The recommendation will be reviewed in consultation with the CEO before any final decision is made. Parents will be invited to a formal meeting to present their views. If expulsion is confirmed, a written record will be kept in the student's file, and the school will provide guidance to assist with transition to another educational setting.
- All decisions related to suspension or expulsion will be based on evidence, guided by fairness, and proportionate to the behaviour involved. The leadership team reserves the right to adjust sanctions where there are mitigating or aggravating factors. Reinstatement after suspension will only occur once a reintegration meeting has been held, and a behaviour plan has been agreed upon by the student, parents, and the school.

Review - This policy will be reviewed annually by the Leadership Team