



POLICIES AND PROCEDURES

POLICY: Safe, Inclusive and Accepting Schools Code of Conduct -- Student Suspension

Date Approved: April 27, 1999

Last Reviewed: 2018-2019

Dates of Amendment: February 12, 2008; June 25, 2013; May 21, 2019

Cross Reference: Ontario Student Record Guidelines; [Safe, Inclusive and Accepting School Code of Conduct – General](#)

POLICY:

1. In accordance with the *Education Act*, a Principal or designate may suspend a student for a fixed period from one to twenty instructional days for the following infractions:
 - a. Uttering a threat to inflict serious bodily harm on another person;
 - b. Possessing alcohol, illegal drugs or, unless the student is a medical cannabis user, cannabis;
 - c. Being under the influence of alcohol or, unless the student is a medical cannabis user, cannabis;
 - d. Swearing at a teacher or at another person in a position of authority;
 - e. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
 - f. Bullying;
 - g. Engaging in another activity that, under a policy of the Board, is one for which a suspension may be considered, such as: persistent truancy, persistent opposition to authority, habitual neglect of duty, the willful destruction of school property, the use of profane or improper language, or conduct injurious to the moral tone of the school or

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to the physical or mental well-being of others in the school.

2. In determining whether to apply a suspension and in determining the length of a suspension:
 - a. The Principal or designate shall consider the measures outlined in the Progressive Discipline policy.
 - b. The Principal or designate shall consider the following mitigating factors prescribed by the Regulations:
 - i. The student does not have the ability to control his/her behaviour;
 - ii. The student does not have the ability to understand the foreseeable consequences of his/her behaviour;
 - iii. The student's continuing presence in the school does not create an unacceptable risk to the safety or wellbeing of any person in the school.
 - c. The Principal or designate shall consider the following other factors if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended:
 - i. The student's history;
 - ii. Whether a progressive discipline approach has been used with the student;
 - iii. Whether the activity for which the student may be or is being suspended was related to any harassment of the student because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment;
 - iv. How the suspension would affect the student's ongoing education;
 - v. The age of the student.
 - d. The Principal or designate shall consider in the case of a student for whom an Individual Education Plan has been developed:

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- i. Whether the behaviour was a manifestation of a disability identified in the student's Individual Education Plan;
 - ii. Whether appropriate individualized accommodation has been provided, and
 - iii. Whether the suspension is likely to result in an aggravation or worsening of the student's behaviour or conduct.
3. In accordance with the *Education Act*, the Board may remove, confirm or modify a suspension and, where appropriate, may order that the record of suspension be expunged.
4. A form Notice of Suspension shall be included in the Ontario Student Record (OSR) Documentation file.
5. The Director of Education shall report to the Board, on a regular basis and in a format approved by the Board, information on all student suspensions.

ADMINISTRATIVE PROCEDURES:

When a student has been suspended, a Principal or designate will:

1. Notify the student of the suspension.
2. Inform the student's teacher(s) of the suspension.
3. Make all reasonable efforts to inform the student's parent or guardian within 24 hours of the suspension being imposed, unless the student is at least 18 years old or is 16 or 17 years old and has withdrawn from parental control.
4. Disclose the following information to the parent or guardian of the student:
 - a. the nature of the activity;
 - b. the nature of any harm to any other student(s);
 - c. the nature of any disciplinary measures taken in response to the activity;

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- d. the supports that will be provided for the student in response to his or her engagement in the activity;
 - e. his/her right to have a discussion with the Principal or designate about the supports that will be provided for his/her child.
5. Disclose the following information to parents/guardians of any student(s) who have been harmed (physically, emotionally, psychologically) as the result of a serious incident:
- a. the nature of the activity that resulted in harm to the student;
 - b. the nature of the harm to the student;
 - c. the steps taken to protect the student's safety, including the nature of any disciplinary measures taken in response to the activity;
 - d. the supports that will be provided for the student in response to the harm that resulted from the activity;
 - e. his/her right to have a discussion with the Principal about the supports that will be provided for his/her child.

Note: Do not notify a parent/guardian of a student if, in the opinion of the Principal or designate, doing so would put the student at risk of harm from a parent/guardian of the student, such that notification is not in the student's best interest. If the Principal or designate decides not to notify a parent/guardian of a student involved in the incident based these grounds, he/she will document the rationale for this decision, and share this decision with the Family of Schools Superintendent and, if applicable, the teacher who made the report on the incident.

6. Notify the Family of Schools Superintendent of the suspension.
7. Complete a formal Notice of Suspension which must include:
 - a. the reason for the suspension;
 - b. the duration of the suspension;

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- c. information about any program for suspended students to which the student is assigned.
8. The appropriate persons will be made aware of the suspension prior to its implementation.
9. Ensure the written notice of the suspension is given promptly to the appropriate persons as outlined in Administrative Procedure 3.
10. Send home the student once alternate arrangements are made with the parents/guardians, if appropriate.
11. Ensure adequate and relevant school work is provided in accordance with the Board's guidelines for suspended students. Students will not be penalized for evaluation opportunities missed during the period of suspension.
12. Ensure that every effort is made to have the parent/guardian or, where appropriate, student meet with the Principal or designate before the student is re-admitted.
13. If the behaviour constitutes a violent incident, as defined by PPM 120 "Reporting on Violent Incidents to the Ministry of Education", check the "Violent Incident" box on the suspension form. PPM 120 defines the following occurrences as violent incidents:
 - a. possessing a weapon, including possessing a firearm;
 - b. physical assault causing bodily harm requiring medical attention;
 - c. sexual assault;
 - d. robbery;
 - e. using a weapon to cause or to threaten bodily harm to another person;
 - f. extortion;
 - g. hate and/or bias-motivated occurrences
14. In the case of a one-day suspension, provide school work, to be completed at home, the day

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the student is suspended.

15. In the case of a suspension of between two and five school days, provide school work, to be completed at home, on the day of the suspension or the following school day.
16. In the case of a suspension of six or more school days, follow the procedures as outlined in the guidelines for students on long-term suspension.
17. Follow Ministry of Education OSR Guidelines with respect to the removal and retention of Notices of Suspension and Violent Incident Forms.