



Administrative Procedure: Student Discipline

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Expectations for Behaviour and Strategies to Address Incidents

The Provincial Code of Conduct, the Superior North Catholic District School Board Code of Conduct and the Education Act, Ontario Regulation 472/07, Policy Program Memorandum (PPM) 128 (Provincial and School Board Codes of Conduct), 141 (Program For Long Term Suspension), 142 (Expulsion Programs), 144 (Bullying

Prevention), 145 (Progressive Discipline), Bill 13, PPM157 and PPM120, together with the Board's discipline policies, create expectations for behaviour for all persons on school property and outline strategies to be taken to address incidents, including imposing appropriate consequences for pupils.

This administrative regulation outlines the expectations for the process to be used by the Board when imposing appropriate consequences for pupils.

The process set out in this administrative regulation shall be informed by and implemented in accordance with the principles of equity and inclusion articulated in PPM 119 (Equity and Inclusive Education).

The Human Rights Code of Ontario has primacy over provincial legislation and policies, as well as school board policies and procedures, such that the Education Act, regulations, Ministry of Education Program Policy Memoranda, and Board policies and administrative regulations are subject to, and shall be interpreted and applied in accordance with the Human Rights Code of Ontario.

Definitions

The following definitions apply for the purposes of pupil discipline.

Administrator - includes a Superintendent, Principal or Vice-Principal with responsibility for the school in question.

Adult Pupil - is a pupil who is 18 years or older or 16 or 17 and has removed him/herself from parental control.

Board Employees Who Work With Pupils - is defined to include administrators, teachers, educational assistants, child and youth workers, social workers, psychologists, transportation providers, speech language pathologists and other professional and para-professional staff who have regular and direct duties with the Board's pupils.

Board Expulsion - is an expulsion from all schools of the Board.

Bullying - is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is real or perceived power imbalance (Ministry PPM 144).

Daily Care - a person with daily care and control is an adult person (18 years or older) who is not the custodial parent/guardian of a pupil, who is less than 18 years old, but is a person who cares for the pupil on a daily basis and is known by the school to provide daily care, for example a grandparent, aunt, uncle, older brother or sister.

Designate – Is a Teacher-In-Charge or an Acting Administrator.

Discipline Committee - a committee of three (3) or more Trustees designated to determine suspension appeals and recommendations for expulsion.

Disproportionate Impact - is created when discipline impacts a pupil to a greater degree in comparison to his or her peers as a result of factors related to grounds protected by the Human Rights Code.

Emergency Administrator - is a Superintendent or Principal/Vice-Principal identified by the Principal/Vice-Principal of the school, to which a Teacher-In-Charge is assigned as the emergency contact should the administrators of the school not be available in emergency circumstances.

Harassment - are words, conduct or action that is directed at an individual and serves no legitimate purpose and which may include remarks, jokes, threats, name-calling, the display of material(s), touching or other behaviour that an individual knows or ought to know, insults, intimidates, offends, demeans, annoys, alarms or causes that individual emotional distress and may constitute discrimination when related to grounds protected by the Human Rights Code.

Manifestation of A Pupil's Disability - is behaviour that results from a pupil's disability and that a pupil does not intend.

Parent(s)/guardian(s) - where there is a reference to involving or informing a parent(s)/guardian(s) it means the custodial parent(s) or guardian(s) of a minor child who is not 16 or 17 or an adult pupil.

Immutable Characteristics - are characteristics that an individual cannot change or that an individual cannot alter about themselves, such as height.

Impact on School Climate - an incident or activity which has a negative impact on the school community.

Primacy of the Code - in a circumstance in which there is a conflict between provincial law, such as the Education Act, regulations, Policy Program Memoranda, school board

policies and procedures, and the Human Rights Code of Ontario, the Human Rights Code is deemed to be more important and the inferior law must be applied in a manner consistent with Human Rights Code (unless there is an explicit exception contained within the other law for such a circumstance). The principle of primacy of the Human Rights Code also requires school board policies and procedures to be interpreted and applied in a manner consistent with the Human Rights Code.

Racialized Student - is a student who may experience social inequities on the basis of race, colour, and/or ethnicity.

School Climate - the sum total of all the personal relationships within a school. A positive climate exists when all members of the school community feel safe, comfortable and accepted.

School Community - the school community is composed of staff, pupils, parent(s)/guardian(s), and volunteers of the school and family of schools as well as the community of people and businesses that are served by or located in the greater neighbourhood of the school.

School Expulsion - is an expulsion from the school of the Board that the pupil was attending at the time of the incident.

Superintendent - shall be consistent with and have the meaning attributed to Supervisory Officer in the Education Act and Regulations.

Superintendent Responsible For Student Discipline - means the Supervisory Officer delegated authority regarding procedural issues related to suspension appeals and expulsions.

Teacher-In-Charge - is a teacher delegated authority by the Principal/Vice-Principal to undertake specified duties with respect to pupil discipline in the absence of administration.

Undue Hardship - is the standard for the provision of accommodation, or point to which accommodation must be provided, for a specific pupil by the Board.

Weapon - is any object or thing used to threaten or inflict harm on another person and includes, but is not limited to, knives, guns, replica guns and animals.

Progressive Discipline

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of preventative corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make good choices.

Prevention and early intervention are important for assisting pupils to achieve their potential and for maintaining a positive school environment and are effected through programs and activities that focus on building healthy relationships, character development, and civic responsibility and encourage positive participation of the school community in the life of the school.

Progressive discipline is most effective when dialogue between the school and home regarding pupil achievement, behaviour and expectations is open, courteous and focused on pupil success. It is an expectation of the Board that Principals, Vice-Principals and designates when the Principal/Vice-Principal deems it appropriate, consult with parents prior to imposing any pupil specific progressive discipline preventative measures, positive behaviour management strategies or progressive discipline consequences. Designates may be delegated limited authority to contact parents of a student who has been harmed as a result of an activity for which suspension or expulsion must be considered. The designate must not be delegated the authority to discuss the nature of any discipline measures taken in response to the activity. A designate may not be delegated authority regarding suspension decisions or recommendations regarding expulsion of students. If the designate is not sure whether he or she should call the parents, the teacher should contact the Principal/Vice-Principal or Supervisory Officer for direction.

Each school is required to have developed and implemented a school-wide progressive discipline policy, consistent with the Board's Student Discipline Policy, and Student Discipline Administrative Regulations and Human Rights Code. Each school is also required to ensure that bullying prevention plans include: (1) awareness raising strategies (2) support strategies, including plans to protect victims; and (3) reporting requirements (refer to Bullying Prevention Policy and Administrative Regulation). In addition, teaching strategies should include a focus on developing healthy relationships by including bullying prevention throughout the curriculum, preventing homophobia, gender based violence, sexual harassment, inappropriate sexual behaviour, as well as promoting critical media literacy and safe internet use strategies, all of which is to be implemented in a manner consistent with the principles of equity and inclusion.

The teacher, teacher designates, Principals or Vice-Principals should select the most appropriate response to address the pupil's behaviour. Where a pupil has special education and/or disability related needs, the interventions, supports and consequences must be consistent with the expectations for the pupil, including those in the pupil's Individual Education Plan, or Behaviour Management Plan. Progressive discipline includes the use of early and ongoing intervention strategies and strategies to address inappropriate behaviour. Parent(s)/Guardian(s) should be actively engaged in the progressive discipline approach.

Prevention Strategies

Board employees who work with pupils are expected to support pupils to achieve their potential. Prevention strategies include supporting pupils, student councils and/or school councils that wish to participate in pupil-led alliances or other alliances and/or activities promoting healthy relationships.

Where a pupil has reported harassment, bullying or violence as a result of one or more immutable characteristics; including on any grounds protected by the Human Rights Code, or inappropriate sexual behaviour, that pupil shall be supported by the school with the provision of contact information about professional supports, such as community agencies, public health facilities, and telecommunications forums, such as a help phone line or web site, that the pupil may access directly for information, assistance and/or support in an effort to promote and/or develop healthy relationships.

In accordance with Policy Program Memorandum 119, schools shall be required by the Board to work with agencies and/or organizations in their community that have professional expertise with respect to issues of gender based violence, sexual assault, homophobia and inappropriate sexual behaviour. A current list of community contacts will be created and maintained electronically by the Board and made available to all schools, staff and pupils on the Board's internet and intranet websites. Protocols outlining the process for entering into a Memorandum of Understanding with an appropriate community agency and/or organization shall be made available to schools as these are developed.

Schools shall provide public health units under the responsibility of the local officer of medical health the ability to deliver their mandated public health curriculum.

The Board also expects Principals/Vice-Principals to review and amend, as appropriate, Individual Education Plans, Behaviour Management Plans and Safety Plans at regular

intervals and following an incident to ensure that every pupil with disability related needs is receiving appropriate accommodation up to the point of undue hardship. Other preventative practices include:

- human rights strategy pursuant to PPM 119
- anti-bullying and violence prevention programs
- mentorship programs
- student success strategies
- character education
- citizenship development
- student leadership
- promoting healthy student relationships
- promoting healthy lifestyles

Consistent with Policy Program Memorandum 119, the Board will also ensure that parents of pupils are aware of the supports available for the linguistic, ethno-cultural and disability related needs of pupils and their immediate families. This information is communicated to parents through school support teams, information guides for parents (ie. Special Education Guide) and in consultation with the school Principal/Vice-Principal regarding community based programs and services.

Positive Practices

In order to promote and support appropriate and positive pupil behaviours that contribute to creating and sustaining safe, comforting and accepting learning and teaching environments that encourage and support pupils to reach their full potential, the Board supports the use of positive practices for: (1) prevention, and (2) positive behaviour management.

Positive behaviour management practices include:

- program modifications or accommodations
- class placement
- positive encouragement and reinforcement
- individual, peer and group counselling
- conflict resolution/dispute resolution
- mentorship programs
- promotion of healthy student relationships
- sensitivity programs

- safety plans
- school, board and community support programs
- student success strategies

The Board recognizes that, in some circumstances, positive practices might not be effective or sufficient to address inappropriate pupil behaviour. In such circumstances, the Board supports the use of progressive discipline consequences up to suspensions and including expulsion from all schools of the Board.

In circumstances where a pupil will receive a consequence for his/her behaviour, it is the expectation of the Board that the principle of progressive discipline, consistent with the Human Rights Code, Ministry of Education direction and PPM 145, will be applied in the least restrictive manner to be effective, and so as not to add to the historical disadvantage of racialized pupils and/or pupils with disabilities.

Early & Ongoing Intervention

A teacher or the Principal/Vice-Principal or designate as appropriate may utilize early and/or ongoing intervention strategies to prevent unsafe or inappropriate behaviours. These may include:

- contact with parent(s)/guardian(s)
- oral reminders
- review of expectations
- written work assignment addressing the behaviour, that have a learning component
- volunteer services to the school community
- conflict mediation and resolution
- peer mentoring
- referral to counseling
- consultation between two or more of the parties

In all cases where ongoing intervention strategies are used, parent(s)/guardian(s) should be consulted by the Principal/Vice-Principal.

The teacher, Principal/Vice-Principal, or designate should keep a record for each pupil with whom intervention strategies are utilized. The record should include:

- name of the pupil

- date of the incident or behaviour
- nature of the incident or behaviour
- progressive discipline approach used
- outcome
- any contact with parent(s)/guardian(s)

Addressing Inappropriate Behaviour

If a pupil has displayed inappropriate behaviour the Principal/Vice-Principal, or designate may utilize a range of interventions, supports, and consequences that are (1) developmentally appropriate, and (2) include opportunities for pupils to focus on improving their behaviour.

Inappropriate behaviour includes any behaviour that disrupts the positive school climate and/or has a negative impact on the school community.

Inappropriate behaviour may also include, but is not limited to, one of the following infractions for which a suspension may be imposed:

- any act considered by the Principal/Vice-Principal to be injurious to the moral tone of the school
- any act considered by the Principal/Vice-Principal to be injurious to the physical or mental well-being of any member of the school community
- any act considered by the Principal/Vice-Principal to be contrary to the Board or school Code of Conduct

If a pupil has engaged in inappropriate behaviour, and it is the first time that the pupil has engaged in such behavior, the Principal/Vice-Principal may choose to use a progressive discipline strategy to address the infraction. Interventions may include:

- meeting with parent(s)/guardian(s), pupil and Principal/Vice-Principal
- referral to a community agency for anger management or substance abuse, counselling/intervention
- detentions
- withdrawal of privileges
- withdrawal from class
- restitution for damages
- restorative practices
- transfer with support

In some cases, short-term suspension may also be considered a useful progressive discipline approach. Suspensions are imposed by the Principal/Vice-Principal of the school.

Factors To Consider Before Deciding To Utilize A Progressive Discipline Approach To Address Inappropriate Behaviour

Before applying any progressive discipline consequence, the Principal/Vice-Principal shall consider whether or not the progressive discipline consequence might have a disproportionate impact on a pupil protected by the Human Rights Code, including but not limited to race and disability, and/or exacerbate the pupil's disadvantaged position in society, and whether or not accommodation to the point of undue hardship is required.

In all cases where progressive discipline is being considered to address an inappropriate behaviour, the Principal/Vice-Principal, or designate in consultation with the Principal/Vice-Principal must:

- consider the particular pupil and circumstances, including considering the mitigating and other factors
- consider the nature and severity of the behaviour
- consider the impact of the inappropriate behaviour on the school climate
- consult with the pupil's parent(s)/guardian(s)

Mitigating Factors

The mitigating factors to be considered by the Principal/Vice-Principal before deciding whether to use a progressive discipline approach to address the inappropriate behaviour are:

- whether the pupil has the ability to control his or her behaviour
- whether the pupil has the ability to understand the foreseeable consequences of his or her behaviour
- whether the pupil's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school

Other Factors to be Considered

- the pupil's academic, discipline and personal history

- whether other progressive discipline has been attempted with the pupil, and, if so, the progressive discipline approach(es) that has/have been attempted and any success or failure
- whether the infraction for which the pupil might be disciplined was related to any harassment of the pupil because of race, colour, ethnic origin, place of origin, religion, creed, disability, gender or gender identity, sexual orientation or harassment for any other reason related to an immutable characteristic
- the impact of the discipline on the pupil's prospects for further education
- the pupil's age
- where the pupil has an IEP or disability related needs:
 - Whether the behaviour causing the incident was a manifestation of the pupil's disability.
 - Whether appropriate individualized accommodation has been provided to the point of undue hardship.
 - Whether a suspension is likely to result in aggravating or worsening the pupil's behaviour or conduct or whether a suspension is likely to result in a greater likelihood of further inappropriate conduct.
- whether or not the pupil's continuing presence at the school creates an unacceptable risk to the safety of anyone in the school.
- if the pupil's continuing presence in the school creates an unacceptable risk to the safety of others in the school, then a progressive discipline approach may not be appropriate and other interventions, such as suspension, may be necessary.

Exclusion from the school pursuant to Section 265(1)(m) of the Education Act is not acceptable for discipline purposes or as an alternative to discipline, and may only be effected following consultation with the Superintendent and in accordance with the Education Act and consistent with the Human Rights Code.

Record

The Principal/Vice-Principal, or designate should keep a record for each pupil with whom progressive discipline approach(es) are utilized. The record should include:

- name of the pupil
- date of the incident or behaviour
- nature of the incident or behaviour
- consideration taken into account
- progressive discipline approach used
- outcome
- contact with the parent(s)/guardian(s)

Responding To Incidents

The Board is committed to supporting safe learning and teaching environments in which every pupil can reach his or her full potential. Appropriate action must consistently be taken by schools to address behaviours that are contrary to provincial, Board and school Codes of Conduct, which includes, but is not limited to, inappropriate sexual behaviour, gender-based violence, homophobia, and harassment on the basis of sex, gender identity, sexual orientation, race, colour, ethnicity, culture, citizenship, ancestry, origin, religion, creed, family status, socio-economic status, disability and/or any other immutable characteristic or ground protected by the Human Rights Code, as well as any other behaviour, such as bullying, swearing, malicious gossip, name-calling, sexist, homophobic or racial slurs, comments, jokes or teasing and defamatory or discriminatory electronic communication and postings, graffiti and other behaviour that might cause a negative school climate.

Board employees who work directly with students must respond to any student behaviour that is likely to have a negative impact on the school climate, if in the employee's opinion, it is safe to do so. Such behaviour includes all inappropriate and disrespectful behaviour (e.g. swearing, homophobic or racial slurs, sexist comments or jokes, graffiti), as well as those incidents that must be considered for suspension or expulsion. **It is not necessary to report incidents to the Principals/Vice-Principals that fall below the threshold for suspension or expulsion.**

For incidents where suspension or expulsion would be considered, but the board employee(s) feel it is not safe to respond, he/she will be expected to inform the Principal/Vice-Principal verbally as soon as possible.

It is the expectation of the Board that, provided that there is no immediate risk of physical harm to any individual, Board employees who work with pupils shall respond to any such inappropriate and disrespectful behaviour as well as any other behaviour that causes a negative impact on school climate or for which a suspension or expulsion may be imposed, that they have observed or heard during the course of their duties or otherwise while on school property or during a school related event. Immediate risk to an individual includes the Board employee, the pupils involved, other pupils, other staff and members of the community who might be impacted as a result of the behaviour being exhibited or because the Board employee who works with pupils cannot leave unattended another pupil(s) in order to respond.

Responses shall be made in a timely, supportive and sensitive manner and made in an effort to stop and correct the behaviour in a manner that is developmentally appropriate

and takes into consideration any special and/or disability related needs that the pupil might exhibit or about which the employee might be aware. Responses may include one or more of the following:

1. asking the pupil to stop the behaviour;
2. identifying the behaviour as inappropriate and disrespectful;
3. explaining the impact of the behaviour on others and the school climate;
4. modelling appropriate communication;
5. asking the pupil for a correction of their behaviour by restating or rephrasing their comments;
6. asking the pupil to apologize for their behaviour;
7. asking the pupil to promise not to repeat their behaviour;
8. asking the pupil to explain why and how a different choice with respect to their behaviour would have been more appropriate and respectful; and
9. where applicable, identifying the application of the Human Rights Code.

A response by the staff to the incident shall not prevent or preclude the Principal/Vice-Principal from imposing appropriate progressive discipline, up to and including a recommendation for expulsion from all schools. Unless the behaviour is such that it must be considered for suspension or expulsion, a response is sufficient – it is not required that these incidents be reported to the Principal/Vice-Principal. For incidents where suspension or expulsion would not be considered, but the board employees feel it is not safe to respond, they will be expected to inform the Principal/Vice-Principal verbally as soon as possible.

Where, in the opinion of the Board employee who works with pupils, the behaviour observed or heard might lead to suspension or possible expulsion, the employee must report the behaviour orally to the Principal/Vice-Principal or designate at the earliest opportunity and again in writing before the end of the school day, using the appropriate safe schools reporting form. The employee shall follow the procedures outlined for reporting incidents when reporting in writing.

Reporting Suspension & Expulsion Infractions To The Principal/Vice-Principal

A Principal/Vice-Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate. Activities leading to possible suspension must be considered.

Criteria For Suspension That Must Be Considered For These Activities:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol, illegal and/or restricted drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
6. Bullying [As Per Education Act 1(1)]
7. Any other activity for which a pupil may be suspended under a policy of the board as follows:
 - Inflicting harm upon or displaying aggressive behavior towards another person.
 - Smoking or possessing cigarettes.
 - Swearing or making inappropriate comments.
 - Actions or communications that are discriminatory or demean other students.

Suspension, Investigation And Possible Expulsion

A Principal/Vice-Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate.

Criteria For Expulsion That Must Be Considered For These Activities:

- Possessing a weapon, including possessing a firearm or knife;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- Any other activity for which a pupil may be expelled under a policy of the board.

An act considered by the Principal/Vice-Principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others.
A pattern of behavior that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others.
Activities engaged in by the pupil on or off school property that cause the pupil's continued presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or board.

When a board employee or transportation provider becomes aware of an incident that must be considered for suspension or expulsion by the Principal/Vice-Principal, board employees must report this to the Principal/Vice-Principal and confirm their report in writing. Whether or not the behaviour leads to a suspension/expulsion is for the Principal/Vice-Principal to determine, using the appropriate reporting form.

Ministry policy states that the employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the Principal/Vice-Principal by the end of the school day. The report is to be confirmed in writing in a timely manner, using the Safe Schools Incident Report – Form I (Appendix A)

Note that reporting does not replace conversations between the employee and the Principal/Vice-Principal. The Principal/Vice-Principal and the employee are encouraged to talk about the incident regardless of action taken. The purpose of reporting incidents is to ensure that the Principal/ Vice-Principal is aware of the behaviour.

Once the Form is received, the Principal/Vice-Principal will assign a report number to the Form and acknowledge the receipt of the Form in writing by returning to the employee or transportation provider **Safe Schools Incident Report -- Form II (Appendix B) within two weeks**. On the Form the Principal or Vice-Principal will identify whether an investigation is completed or an investigation is in progress. No information identifying pupils will be included on Form II. **Principals/Vice-Principals must investigate all reports submitted by board employees on safe school incident reporting forms as per the Education Act 300.2(3).**

The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the Principal/Vice-Principal no later than the end of the school day.

Once the investigation is complete, the Principal/Vice-Principal must communicate the results of the investigation to the teacher who made the report. If a board employee who is not a teacher made the report, the Principal/Vice-Principal will communicate the results of the investigation to that employee if the Principal/Vice-Principal considers it

appropriate. Communication between the Principal/Vice-Principal and school staff about the investigation and the results of the investigation is a shared responsibility, and is an important factor in meeting student needs and fostering collaboration in the school.

The Principal/Vice-Principal must not disclose more personal information that is reasonably necessary for the purpose of communicating the results of the investigation, in accordance with subsection 300.2(5) of the Education Act.

In all cases, within two weeks, the Principal/Vice-Principal must provide the employee who reported the incident with written acknowledgement, using the Safe Schools Incident Report – Form II. If no further action is taken by the Principal/Vice-Principal, the Principal/Vice-Principal is not required to retain the report. Information that could identify the student(s) involved must not be part of the acknowledgement.

If the Principal/Vice-Principal has decided that action must be taken as a result of a serious student incident, he or she will file a copy of the reporting form with documentation indicating the action taken in the OSR of the student whose behavior was inappropriate. The names of all other students that appear on the form – both students who engaged in the activity and students who have been harmed – must be removed from the form before it is filed.

Where the Principal/Vice-Principal has taken action in the case of more than one student, a copy of the reporting form with documentation indicating the action taken must be filed in the OSR of each student whose behavior was inappropriate. The names of all other students that appear on the form – both students who have engaged in the activity and students who have been harmed – must be removed from the form before it is filed.

In the case of the student who has been harmed, no information about the incident must be placed in his or her OSR, unless the student's parents expressly request that it be placed in the OSR.

In situations where the student who has been harmed has also engaged in a serious student incident, information regarding the incident and the action taken, will be placed in the student's OSR.

The form and documentation must be kept in the OSR for a minimum of one year.

If the Principal/Vice-Principal has identified the incident as violent, and if the student engaged in the incident is a student of the school, the reporting form must be retained in that student's OSR for:

- One year, if the student's suspension was quashed or withdrawn and the record of suspension expunged. Documentation of any other action taken (other than suspension or expulsion) must also be retained for this period;
- Three years, if the student was suspended for the violent incident;
- Five years, if the student was expelled for the violent incident.

A Principal/Vice-Principal shall not notify a parent or guardian of a pupil if in the opinion of the Principal/Vice-Principal doing so would put the pupil at risk of harm from a parent or guardian of the pupil, such that the notification is not in the pupil's best interests.

In circumstances where Form I (Appendix A) is destroyed, it must be destroyed in a manner that protects the privacy of all personal information that may be contained therein.

Form I shall be retained in a pupil's OSR. Where a proceeding has been undertaken or an application has been made to the Human Rights Tribunal of Ontario, Form I shall be retained until such proceeding or application has been finally resolved.

Notification

Notifying the Parent/Guardian

Following an incident for which the Principal/Vice-Principal shall be considering imposing a suspension or making a recommendation for expulsion, the Principal or Vice-Principal shall provide information to the parent/guardian of the victim, unless in the opinion of the Principal or Vice-Principal providing information to the victim's parent/guardian would put the victim at risk of harm and would not be in the victim's best interest, or the victim is an adult pupil. Where the victim is an adult pupil, the Principal or Vice-Principal shall inform the parent/guardian only with the victim's consent.

The Education Act states that the Principal/Vice-Principal shall disclose:

- the nature of the activity that resulted in harm to the pupil;
- the nature of the harm to the pupil; and

- the steps taken to protect the pupil's safety, including the nature of any disciplinary measures taken in response to the activity.

Principals/Vice-Principals are required to notify the parents of students who have engaged in serious student incidents. Principals/Vice-Principals shall disclose the following information:

- the nature of the activity that resulted in harm to the other student;
- the nature of the harm to the other student;
- the nature of any disciplinary measures taken in response to the activity;
- the supports that will be provided for the student in response to his or her engagement in the activity.

When notifying parents of these incidents, the Principal/Vice-Principal must invite parents to have a discussion with him or her about the supports that will be provided for their child.

The Principal/Vice-Principal **must** say that the student was suspended, if that is the progressive discipline that has been applied. It is not necessary for the Principal/Vice-Principal to say for how many days a student was suspended.

The same would be true for other forms of progressive discipline, in that details are not necessary, but the type of discipline must be explained.

The Education Act states that the Principal/Vice-Principal shall not disclose the name of or any other identifying or personal information about a student who engaged in the activity that resulted in the harm.

The Principal or Vice-Principal may communicate to the victim's parent/guardian any school wide initiatives that have been or will be implemented as a result of the incident and/or other similar incidents. Where the pupil(s) disciplined shall no longer be attending the same school as the victim, this fact may be confirmed.

In addition, where the victim has been harassed, bullied or suffered violence because of one or more immutable characteristics, including on any grounds protected by the Human Rights Code, or has been sexually assaulted, the Principal or Vice-Principal shall share contact information about professional supports such as community agencies, public health facilities and telecommunications forums, such as a help-phone-line or website, that the victim and the victim's parent/guardian may access for information, assistance and support. The Principal or Vice-Principal shall, as appropriate, recommend a referral for the pupil to receive social work support.

A written list of community contacts will be made available to the victim and/or the victim's parent/guardian. This list shall also be available on the Board's website. If the victim requires support for linguistic, ethno-cultural or disability related needs, information about community supports that are available shall also be shared with the victim and/or the victim's parent/guardian in a form accessible to the parent/guardian.

The information about supports for the pupil provided to the parent/guardian shall be summarized in written form, which shall also include a copy of the contact information for the superintendent. A copy of the written summary, including a copy of any Safety Plan, shall be provided to the parent/guardian and the superintendent.

The Principal/Vice-Principal or designate shall also inform the parent/guardian that, if the parent/guardian is NOT satisfied with the measures being taken to protect and support the victim, the parent/guardian may contact the superintendent to request a review of the measures being taken by the school.

Not Notifying a Parent/Guardian

Where, in the opinion of the Principal/Vice-Principal, providing information to the victim's parent/guardian would put the victim at risk of harm, such that notification would not be in the victim's best interests, or where the victim is an adult pupil and does NOT consent to his/her parent/guardian being informed, the Principal/Vice-Principal shall not inform the victim's parent/guardian. The Principal/Vice-Principal shall report to the Administration at the earliest opportunity the reason(s) why notification was not provided to the parent/guardian. The Principal/Vice-Principal or designate shall:

1. consider, as a result of the victim's disclosure, whether or not the victim is a child in need of protection and, if so, make a report to the Children's Aid Society, Dilico, and if in doubt, the Principal or Vice-Principal shall make a no-names call to CAS or Dilico to inquire about the appropriateness of making a report;
2. document in the Student Information System why the parent/guardian was not notified;
3. inform his/her superintendent that the parent/guardian was not informed and why;
4. inform the teacher or other professional or para-professional staff person, if that individual informed the Principal or Vice-Principal of the potential for harm, that the parent/guardian was not informed and why; and
5. inform other staff working to support the pupil, as appropriate.

The Principal/Vice-Principal or designate shall inform the victim of the steps being taken by the school to protect the victim's safety. These measures might include a Safety Plan and the implementation of prevention strategies identified in this procedure. Where the victim has been harassed, bullied or suffered violence as a result of one or more immutable characteristics, including any grounds protected by the Human Rights Code, or has been sexually assaulted, the Principal/Vice-Principal shall provide the victim with contact information about professional supports, such as community agencies, public health facilities and telecommunications forums, such as a help-phone-line or website, that the victim may access for information, assistance and support. Supports might include Kids Help Phone and the Lesbian, Gay, Bisexual and Transgendered Youth Line. A written list of community contacts shall be provided to the victim and the victim shall be informed that the list is available on the Board's website. Where the victim requires support for linguistic, ethno-cultural or disability related needs, information about community supports that are available shall also be shared with the victim in a form most accessible to the victim.

Where the pupil who has been disciplined shall no longer be attending the same school as the victim, this fact may be confirmed.

Suspension of a Pupil

When a Principal's/Vice-Principal's investigation of an incident, which should include consultation with the adult pupil or parent(s)/guardian(s) and pupil, determines that a pupil has committed one or more infractions outlined below on school property, during a school-related activity or event and/or in circumstances where the infraction has an impact on the school climate, a Principal/Vice-Principal (for infractions not attracting more than five (5) days suspension) shall consider whether that pupil should be suspended, taking into account any mitigating and other factors that might be applicable in the circumstances.

The Principal/Vice-Principal or designate will also contact the police consistent with the Police and School Response Protocol if the infraction the pupil is suspected of committing requires such contact. When in doubt, the Principal/Vice-Principal will consult with his or her superintendent. A Principal/Vice-Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate: (refer to Page 9 criteria for possible suspension or expulsion)

- uttering a threat to inflict serious bodily harm on another person

- possessing alcohol or illegal drugs
- being under the influence of alcohol
- swearing at a teacher or at another person in a position of authority
- 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
- bullying [As Per Education Act 1(1)]

any other activity for which a student may be suspended under board policy as follows:

- An act considered by the Principal/Vice-Principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others.
- Inflicting harm upon or displaying aggressive behaviour towards another person.
- Smoking or possessing cigarettes.
- Swearing or making inappropriate comments.
- Actions or communications that demean other students.
- Discriminatory actions.

A Principal/Vice-Principal may suspend only once for one instance of an infraction and may suspend for a minimum of one (1) school day and a maximum of twenty (20) school days

Suspensions should be applied in the least restrictive manner possible to be effective and so as not to add to the historical disadvantage of racialized pupils and/or pupils with disabilities.

Factors to Consider Before Deciding to Impose a Suspension

Before deciding whether to impose a suspension, or some other form of discipline, a Principal/ Vice-Principal (in case of suspension for five (5) or fewer days) will make every effort to consult with the pupil, where appropriate, and the pupil's parent(s)/guardian(s) to identify whether any mitigating or other factors might apply in the circumstances.

Before applying any progressive discipline consequence, including suspension, the Principal/Vice- Principal/designate shall consider whether or not the progressive discipline consequence might have a disproportionate impact on a pupil protected by

the Human Rights Code, including but not limited to race and disability, and/or exacerbate the pupil's disadvantaged position in society, and whether or not accommodation to the point of undue hardship is required.

The mitigating factors to be considered by the Principal/Vice-Principal before deciding whether to impose a suspension are:

- whether the pupil has the ability to control his or her behaviour
- whether the pupil has the ability to understand the foreseeable consequences of his or her behaviour
- whether the pupil's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school

If a pupil does not have the ability to control his/her behaviour or does not understand the foreseeable consequences of his/her behaviour, the Principal/Vice-Principal may not suspend the pupil. Other progressive discipline and/or other intervention may be considered by the Principal/Vice-Principal in such circumstances. If the pupil poses an unacceptable risk to the safety of others in the school, the Principal/Vice-Principal shall consult with his/her Superintendent regarding appropriate accommodations and/or strategies that might be instituted to ensure safety of pupils, staff, and others in the school.

Other Factors to be Considered

Where the pupil is able to control his/her behaviour and is able to understand the foreseeable consequences of his/her behaviour, the Principal/Vice-Principal will consider whether the following factors mitigate the length of a suspension or the decision to apply a suspension as a form of discipline for the pupil:

- the pupil's academic, discipline and personal history
- whether progressive discipline has been attempted with the pupil, and if so, the progressive discipline approach(es) that has/have been attempted and any success or failure
- whether the infraction for which the pupil might be disciplined was related to any harassment of the pupil because of race, ethnic origin, place of origin, religion, creed, disability, gender or gender identity, sexual orientation or harassment for any other reason
- the impact of the discipline on the pupil's prospects for further education
- the pupil's age
- where the pupil has an IEP or disability related needs:

- Whether the behaviour causing the incident was a manifestation of the pupil's disability.
- Whether appropriate individualized accommodation has been provided.
- Whether a suspension is likely to result in aggravating or worsening the pupil's behaviour or conduct or whether a suspension is likely to result in greater likelihood of further inappropriate conduct.
- Whether or not the pupil's continuing presence at the school creates an unacceptable risk to the safety of anyone in the school.

Progressive Discipline

In reviewing whether progressive discipline has been attempted with the pupil, and if so, the progressive discipline approach(es) that has/have been attempted and any success or failure, the Principal/ Vice-Principal will consider the following:

- Whether the teacher, Principal/Vice-Principal or designate has utilized early and/or ongoing intervention strategies to prevent unsafe or inappropriate behaviours, such as:
 - contact with parent(s)/guardian(s)
 - oral reminders
 - review of expectations
 - written work assignments with a learning component
 - assigning the pupil to volunteer services to the community
 - conflict mediation and resolution
 - peer mentoring
 - referral to counseling and/or consultation

Whether the Principal/Vice-Principal or designate has used a progressive discipline approach to address inappropriate behaviour for which a suspension could have been imposed, such as:

- a meeting(s) with the parent(s)/guardian(s), pupil and Principal/Vice-Principal
- referral of pupil to a community agency for anger management or substance abuse
- detentions
- withdrawal of privileges
- withdrawal from class
- restitution for damages
- restorative practices and/or transfer

In circumstances where one or more of the factors above mitigate the decision to apply a suspension as a form of discipline for the pupil, the Principal/Vice-Principal may consider whether alternative discipline and/or other intervention is appropriate in the circumstances.

Consultation

Before imposing a suspension of eleven (11) or more school days, the Principal/Vice-Principal will consult with the Superintendent of Education regarding:

- the investigation undertaken
- the circumstances of the incident
- whether or not one or more of the factors outlined above are applicable in the circumstances
- the appropriate length of the suspension

School Work

A pupil who is subject to a suspension of five (5) or fewer school days must be provided with school work to complete at home while serving the suspension. The school work must be available to the adult pupil's designate or the pupil's parent(s)/guardian(s) or designate the day the pupil is suspended, if the pupil is suspended for one (1) school day. Where the pupil has been suspended for two (2) or more school days the Principal/Vice-Principal will ensure that the school work provided to the pupil will be available the day the pupil is suspended or the following school day.

In addition to receiving school work for the first five (5) school days of suspension, a pupil who is subject to a suspension of six (6) or more school days must be assigned an alternative program for pupils subject to lengthy suspension (Alternative Suspension Program or ASP). A pupil participating in an ASP is not considered to be engaging in school or school-related activities.

Procedural Steps When Imposing a Suspension

Where a Principal/Vice-Principal in circumstances of a suspension for five (5) or fewer days, has determined that it is appropriate in the circumstances to impose a suspension, the Principal/Vice-Principal is required to effect the following procedural steps:

- within 24 hours of the decision, the Principal/Vice-Principal must make all reasonable efforts to orally inform the adult pupil or the parent(s)/guardian(s) of the suspension
- the Principal/Vice-Principal must inform the pupil's teacher(s) of the suspension
- the Principal/Vice-Principal in conjunction with the pupil's teacher(s) must organize school work to be provided for the pupil to be completed during the duration of the pupil's suspension
- the Principal/Vice-Principal must provide written notice of the suspension to the pupil, the pupil's parent(s)/guardian(s) (unless the pupil is an adult pupil) and the Superintendent of Education;
- The written notice of suspension will include:
 - The reason for suspension.
 - The duration of the suspension.
 - Information about the ASP the pupil is assigned to, where the pupil is suspended for six (6) or more school days.
 - Information about the right to appeal the suspension, including the relevant policies and guidelines and the contact information for the Superintendent responsible for Student Discipline. (Appendix G)
- Every effort should be made to include the school work with the letter of suspension to the pupil and the pupil's parent(s)/guardian(s) (unless the pupil is an adult pupil) on the day the pupil is suspended if the letter is provided to the pupil to take home. If it is not possible to provide the letter because the pupil and/or his/her parent(s)/guardian(s) is/are not available, the letter should be mailed, couriered, faxed or emailed to the home address that day and school work should be made available for the adult pupil's designate or pupil's parent(s)/guardian(s) or designate to pick up from the school the following school day:
 - if notice is sent by mail, fax or email, the Principal/Vice-Principal will ensure that the work provided to the pupil will be available for the pupil's parent(s)/guardian(s) (unless the pupil is an adult pupil) or designate to pick-up from the school the day the pupil is suspended or the following day, if the suspension is between two (2) and five (5) days
 - if notice is sent by mail or courier, it will be deemed to have been received on the fifth school day after it was sent
 - if notice is sent by fax or e-mail, it is deemed to have been received the first school day after it was sent

Where the incident is a serious violent incident; including a credible threat to inflict serious bodily harm or vandalism causing extensive damage to Board property or property located on Board property, the Violent Incident Form is to be completed and placed in the pupil's Ontario Student Record (Appendix D). The violent incident box on the Safe Schools Incident reporting form should also be crossed off.

Alternative Suspension Program

Where a pupil has been suspended for six (6) or more days the pupil will be provided with school work for the first five (5) school days or until the ASP commences, whichever is earlier, and will be assigned an alternative program for pupils subject to lengthy suspension (Alternative Suspension Program or ASP). The Principal/Vice-Principal or designate shall communicate to the adult pupil or parent/guardian the purpose and nature of the ASP.

- A pupil cannot be compelled to participate in a ASP. Should the adult pupil or his/her parent(s)/guardian(s) choose not to have the pupil participate in a ASP, the pupil will be provided with school work consistent with the Ontario curriculum or that pupil's modified or alternative curriculum to be completed at home for the duration of his/her suspension. This school work will be available at the school for pick-up by the pupil's parent(s)/guardian(s) (unless the pupil is an adult pupil) or a designate at regular intervals during the suspension period. Where the school work is not picked up, the school should contact the adult pupil or the pupil's parent(s)/guardian(s) to determine whether the school work will be picked up. The Principal/Vice-Principal should record the follow-up and response.
- A Student Action Plan (SAP) will be developed for every pupil subject to a suspension of six (6) or more days who agrees to participate in an ASP. Agreement or refusal to participate in an ASP may be communicated to the school orally by the pupil or his/her parent(s)/guardian(s) (unless the pupil is an adult pupil). Where the pupil or his/her parent(s)/guardian(s) declines the offer to participate in an ASP, the Principal/Vice-Principal shall record the date and time of such refusal.

Planning Meeting

For pupils subject to a suspension of six (6) or more school days who choose to participate in an ASP, the Principal/Vice-Principal or designate of the school, shall hold a planning meeting for the purpose of developing the SAP.

Planning meeting for pupils subject to a suspension six (6) or more days who choose to participate in a LSP, the Principal/Vice-Principal of the school or designate will hold a planning meeting for the purpose of developing the SAP:

1. The adult pupil or pupil's parent(s)/guardian(s) and the pupil (where applicable) as well as any appropriate teaching and support staff will be invited to participate

in the planning meeting. The adult pupil or pupil's parent/guardian shall be invited for the purpose of providing input.

2. The planning meeting will be scheduled to occur within two (2) school days of the adult pupil or the parent(s)/guardian(s) informing the school that the pupil will participate in an ASP.
3. If the adult pupil and/or the parent(s)/guardian(s) are not available to participate in the planning meeting, the meeting will proceed in their absence and a copy of the SAP will be provided to them following the meeting.
4. During the planning meeting the Principal/Vice-Principal or designate will review the issues to be addressed in the pupil's SAP.

Student Action Plan

A pupil subject to suspension for eleven (11) or more days will be provided with both academic and non-academic supports, which will be identified in the pupil's SAP. Pupils subject to a suspension of fewer than eleven (11) days may be offered non-academic supports where such supports are appropriate and available:

- the SAP will be developed under the direction of the Principal/Vice-Principal of the school with assistance, as appropriate, from the Principal/Vice-Principal of alternative programs of the school, guidance counsellor, special education teacher, classroom teacher, CYW and/or social worker.
- the Principal/Vice-Principal will make every effort to complete the SAP within five (5) school days following the adult pupil or the parent(s)/guardian(s) informing the school that the pupil will participate in an ASP
- this timeline will be communicated to the adult pupil and/or the parent(s)/guardian(s) if they are unable to attend the planning meeting for the purpose of providing input
- the Principal/Vice-Principal must ensure that the pupil is provided with school work until the SAP is in place
- once completed, the SAP will be shared with the adult pupil, or the pupil's parent(s)/guardian(s) and the pupil and all necessary staff to facilitate implementation
- a copy of the SAP will be stored in the pupil's Ontario Student Record until such time as it is no longer conducive to the improvement of instruction of the pupil
- the SAP will identify:
 - The incident for which the pupil was suspended.
 - The progressive discipline steps taken prior to the suspension, if any.
 - Any alternative disciplinary measures imposed in addition to the suspension.

- Any other disciplinary issues regarding the pupil that have been identified by the School.
- Any learning needs or other needs that might have contributed to the underlying infraction resulting in discipline.
- Any program(s) or services(s) that might be provided to address those learning or other needs.
- The academic program to be provided to the pupil during the suspension period and details regarding how that academic program will be accessed by the pupil.
- Where the pupil has an IEP and/or disability related needs, information regarding how the accommodations/modifications of the pupil's academic program will be provided during the period of suspension.
- The non-academic program and services to be provided to the pupil, if applicable, during the suspension and details regarding how that non-academic program and those services will be accessed.
- The measurable goals the pupil will be striving to achieve during the period of suspension.

Suspension Appeal Process

- The adult pupil or parent(s)/guardian(s) may appeal a suspension.
- All suspension appeals will be received by the Superintendent of Education responsible for Student Discipline.
 - An appeal of a suspension does not stay the suspension.
 - A person who intends to appeal a suspension must give written notice of his/her intention to appeal the suspension within ten (10) school days of the commencement of the suspension.
 - An individual who appeals a suspension may argue that his/her rights pursuant to the Human Rights Code have been infringed.
 - In addition, a separate right to apply to the Human Rights Tribunal of Ontario exists where an individual believes his/her rights pursuant to the Human Rights Code have been infringed.
 - The Board must hear and/or determine the appeal within (15) school days of receiving the notice of intention to appeal (unless the parties agree to an extension).
- Upon receipt of written notice of the intention to appeal the suspension, the Superintendent of Education responsible for Student Discipline:
 - Will promptly advise the school Principal/Vice-Principal of the appeal.
 - Will promptly advise the adult pupil or the parent(s)/guardian(s) that a review of the suspension will take place and invite the appellant to contact

- the superintendent to discuss any matter respecting the incident and/or appeal of the suspension (Appendix G).
- Will review the suspension in consultation with the Superintendent of Education (reason, duration, any mitigating or other factors whether or not the Human Rights Code should be or was appropriately applied).
 - May consult with the Principal/Vice-Principal and Superintendent of Education regarding modification or expunging the suspension.
 - Will request that the Superintendent of Education meet with the adult pupil or the parent(s)/guardian(s) and the Principal/Vice-Principal to narrow the issues and try to effect a settlement, and arrange a date for the appeal before the Discipline Committee.
 - The Superintendent of Education will, where a settlement is not effected, provide notice of the review decision to the adult pupil or parent(s)/guardian(s) (Appendix H).
- Where the suspension is upheld on review and the parent(s)/guardian(s) choose(s) to continue with the appeal, the Superintendent responsible for Student Discipline or Designate, in consultation with the Superintendent of Education will:
 - Co-ordinate the preparation of a written report for the Board. This report will contain at least the following components;
 - a report of the incident and rationale for suspension and how the principles of equity and inclusion were applied
 - a copy of the original suspension letter
 - a copy of the letter requesting the Suspension Appeal
 - a copy of the correspondence with respect to the decision of the Superintendent of Education regarding the suspension review.
 - Inform the adult pupil or the parent(s)/guardian(s) of the date of the Suspension Appeal; provide a guide to the process for the appeal, and a copy of the documentation that will go to the Discipline Committee (Appendix I).
 - Ensure that the item is placed on the Discipline Committee's agenda.
 - The parties in an appeal to the Discipline Committee shall be:
 - the Principal/Vice-Principal
 - the adult pupil or the parent(s)/guardian(s), if they appealed the decision.

Suspension Appeal before the Discipline Committee of the Board

Suspension appeals will be heard orally, in camera, by the Discipline Committee of Trustees. The Discipline Committee may grant a person with daily care the authority to make submissions on behalf of the pupil. An adult pupil or pupil's parent/guardian may bring legal counsel, an advocate or support person with them to the appeal.

- The appellant and/or the person with daily care will proceed first by making oral submissions and/or providing written submissions regarding the reason for the appeal and the result desired.
- The pupil will be asked to make a statement of his/her own behalf.
- The Superintendent of Education for the School and/or the Principal/Vice-Principal will make oral submissions on behalf of the administration, including a response to any issues raised in the appellant's submissions. The superintendent/Principal/Vice-Principal may rely on the report prepared for the Discipline Committee.
- The appellant may make further submissions addressing issues raised in the Administration's presentation that were not previously addressed by the appellant.
- The Discipline Committee may ask any party, or the pupil, where appropriate, questions of clarification.
- Legal counsel for the Board may be present at the appeal if the appellant is represented by legal counsel or an agent.
- The Discipline Committee may make such orders or give such directions at an appeal as it considers necessary for the maintenance of order at the appeal. Should any person disobey or fail to comply with any such order and direction, a trustee may call for the assistance of a police officer to enforce any such order for direction.
- Where any party who has received proper notice of the location, date and time of the appeal fails to attend the appeal or comply with the necessary time lines, the appeal may proceed in the absence of the party and the party is not entitled to any further notice of the proceedings.
- The Discipline Committee will consider, based on the written and/or oral submissions of both parties, whether or not the consequences might have a disproportionate impact on a pupil protected by the Human Rights Code, including but not limited to race and disability, and/or exacerbate the pupil's disadvantaged position in society and whether the decision to discipline and the discipline imposed was reasonable in the circumstances, and shall either:
 - Confirm the suspension and its duration; or
 - Confirm the suspension but shorten its duration and amend the record, as necessary; or
 - Quash the suspension and order that the record be expunged; or
 - Make such other appropriate order.

- The decision of the Discipline Committee is final. The decision shall be communicated to the appellant in writing (Appendices J & K).

Re-Entry

Following a suspension of six (6) or more days, a re-entry meeting will be held with the appropriate staff, the pupil, and the pupil's parent(s)/guardian(s) if possible, to provide positive and constructive redirection for the pupil. Where the pupil has participated in an ASP, the pupil's success in achieving the goals outlined in the SAP will be reviewed with the adult pupil or the parent(s)/guardian(s) and pupil. Further programs and services might be recommended by the Principal/Vice-Principal for the purpose of achieving additional or greater success in meeting the goals outlined in the SAP.

Transfer to a Another School

Following an incident at the school, it might be necessary to transfer to another school the pupil who has been disciplined or victim for safety reasons and/or for compliance with an Order of the Court or police restrictions. To the extent possible, the pupil who has been disciplined rather than the victim should be transferred.

The decision to transfer a student to another school shall only be made by a superintendent in consultation with the sending and receiving school Principals/Vice-Principals and shall be made only where it is consistent with the Human Rights Code.

When it has been determined that a pupil will be transferred to another school, the Principal or Vice-Principal shall ensure that a Transition Plan is developed identifying any additional supports and resources required in the Principal's/Vice-Principal's opinion to ensure a successful transition, which might include where appropriate, referrals for social work support, CYW support and/or support from community agencies as well as the development of a transitional Individual Education Plan. Where the pupil has been subject to suspension, the Transition Plan shall be consistent with and coordinated with the Student Action Plan (SAP) developed for suspension purposes.

The Principal/Vice-Principal of the sending school shall invite the adult pupil or parent/guardian and the pupil, where appropriate, to a meeting with representatives, which must include staff from both schools for the purpose of reviewing the Transition Plan, including the timeline for transition and the provision of school work prior to transition in circumstances where the pupil is not subject to an SAP and will not be attending school during the intervening period, to obtain any necessary consents for

support services, and to respond to any questions or concerns identified by the receiving school and/or the parent/guardian or pupil. Teaching and support staff of the receiving school who will be working with the pupil once the pupil has transferred should be in attendance, where possible.

All individuals attending the meeting must be informed by the Principal or Vice-Principal at the outset that the information shared during the meeting is personal information that must be kept confidential pursuant to the Municipal Freedom of Information and Protection of Privacy Act and/or Education Act.

Expulsion of a Pupil (Suspension, Investigation & Possible Expulsion)

Principals/Vice-Principals are required to suspend a student for up to 20 school days if the Principal/Vice-Principal believes that the student has engaged in an activity for which the student might ultimately be expelled by the school board. This provides for the removal of the student from the school while allowing the Principal/Vice-Principal to investigate the incident and decide whether to recommend to the board that the student be expelled.

The Education Act requires the Principal/Vice-Principal to consider mitigating and other factors in determining the length of the suspension and in determining whether to recommend expulsion.

Subject to the factors to consider before deciding to impose a suspension below, reasonable grounds to believe that a pupil has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate, the Principal/Vice-Principal will suspend the pupil.

The Principal/Vice-Principal shall contact the police consistent with the Police and School Response Protocol if the infraction the pupil is suspected of committing requires such contact. When in doubt, the Principal/Vice-Principal will consult with his or her superintendent.

The enumerated activities are:

- possessing a weapon, including possessing a firearm or knife
- using a weapon to cause or to threaten bodily harm to another person

- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons, illegal and/or restricted drugs
- committing robbery
- giving alcohol to a minor
- an act considered by the Principal/Vice-Principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others
- a pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others
- activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board

A pupil may be suspended for up to twenty (20) school days and no less than one (1) school day. A pupil may not be suspended more than once for the same occurrence.

Factors to Consider Before Deciding to Impose a Suspension

When deciding whether or not to impose a suspension pending a possible recommendation for expulsion, the Principal/Vice-Principal will make every effort to consult with the pupil, where appropriate, and the pupil's parent(s)/guardian(s), if the pupil is not an adult pupil, to identify whether any mitigating or other factors might apply in the circumstances. However, despite consultation, the identification of mitigating and other factors remains the responsibility of the Principal/Vice-Principal.

Mitigating Factors

The mitigating factors to be considered by the Principal/Vice-Principal in determining the length of the suspension and in determining whether to recommend expulsion are:

- whether the pupil has the ability to control his or her behavior
- whether the pupil has the ability to understand the foreseeable consequences of his or her behaviour
- whether the pupil's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school

If a pupil does not have the ability to control his/her behaviour and does not understand the foreseeable consequences of his/her behaviour, the Principal/Vice-Principal in consultation with the Superintendent of Education shall consider not suspending the pupil. Alternative discipline and/or other intervention may be considered by the Principal/Vice-Principal in such circumstances.

If the pupil does not have the ability to control his/her behaviour and does not understand the foreseeable consequences of his/her behaviour, but poses an unacceptable risk to the safety of others in the school, the Principal/Vice-Principal will consult with his/her superintendent regarding appropriate accommodations and/or strategies that might be instituted to ensure pupil and staff safety.

Other Factors To Be Considered

Where the pupil is able to control his/her behaviour and is able to understand the foreseeable consequences of his/her behaviour, the Principal or Vice-Principal shall consider whether the following factors mitigate the length of the suspension or the decision to recommend expulsion as a form of discipline for the pupil:

1. The pupil's academic, discipline and personal history;
2. Whether progressive discipline has been attempted with the pupil, and if so, the progressive discipline approach(es) that has/have been attempted and any success or failure;
3. Whether the infraction for which the pupil might be disciplined was related to any harassment of the pupil because of race, ethnic origin, religion, creed, disability, gender or gender identity, sexual orientation or other immutable characteristic or harassment for any other reason;
4. The impact of the discipline on the pupil's prospects for further education;
5. The pupil's age;
6. Where the pupil has an IEP or disability related needs,
 - a. Whether the behaviour causing the incident was a manifestation of the pupil's disability;
 - b. Whether appropriate individualized accommodation has been provided to the point of undue hardship; and
 - c. Whether a suspension is likely to result in aggravating or worsening the pupil's behaviour or conduct or whether a suspension is likely to result in a greater likelihood of further inappropriate conduct; and
7. Whether or not the pupil's continuing presence at the school creates an unacceptable risk to the safety of anyone in the school.

An exclusion from the school pursuant to section 265(1)(m) of the Education Act shall only be effected in accordance with the Education Act, the Board's Exclusion Policy and Exclusion Procedures and consistent with the Human Rights Code. A pupil shall not be excluded from the school pursuant to section 265(1)(m) of the Education Act as a disciplinary measure.

PPM 145 (page 4) states that if a Principal/Vice-Principal does decide that it is necessary to exclude a student from the school, he or she is expected to notify the student's parents of the circumstances of the exclusion as soon as possible, and to inform them of their right to appeal under clause 265(1)(m).

Suspension Pending Recommendation for Expulsion

If the pupil is suspended pending an investigation to determine whether expulsion will be recommended, mitigating and other factors must be considered in determining the length of the suspension which can be for one (1) to (20) twenty school days.

The Education Act requires the Principal/Vice-Principal to consider mitigating and other factors in determining the length of the suspension.

Procedural Steps When Imposing a Suspension & Possible Expulsion

When imposing a suspension the Principal/Vice-Principal is required to effect the following procedural steps:

- within 24 hours of the decision, the Principal/Vice-Principal must make all reasonable efforts to orally inform the adult pupil or the parent(s)/guardian(s) of the suspension
- the Principal/Vice-Principal must inform the pupil's teacher(s) of the suspension
- the Principal/Vice-Principal must provide written notice of the suspension to the adult pupil or the parent(s)/guardian(s) and pupil and the Superintendent of Education
- the written notice of suspension will include:
 - The reason for suspension.
 - The duration of the suspension.
 - Information about the program for suspended pupils the pupil is assigned to.
 - Information about the investigation the Principal/Vice-Principal is conducting to determine whether to recommend expulsion.

- A statement that there is no immediate right to appeal the suspension. Any appeal must wait until the Principal/Vice-Principal decides whether to recommend an expulsion, and if the Principal/Vice-Principal decides not to recommend an expulsion, a statement that the suspension may be appealed to the Discipline Committee, and if the Principal/Vice-Principal decides to recommend an expulsion that the suspension may be addressed at the expulsion hearing (Appendix L-1 & L-2).
- Every effort should be made to include the school work with the letter of suspension and provide it to the pupil and the pupil's parent(s)/guardian(s) (unless the pupil is an adult pupil) on the day the pupil is suspended if the letter is provided to the pupil to take home. If it is not possible to provide the letter because the pupil and/or his/her parent(s)/guardian(s) is/are not available, the letter should be mailed, couriered, faxed or emailed to the home address that day and school work should be made available for the adult pupil's designate or the pupil's parent(s)/guardian(s) or designate to pick-up from the school the following school day:
 - If notice is sent by mail or courier, it will be deemed to have been received on the fifth school day after it was sent.
 - If notice is sent by fax or e-mail, it is deemed to have been received the first school day after it was sent.
 - Where the incident is a serious violent incident, such as possession of weapons, physical assault causing serious bodily harm, sexual assault, robbery, extortion or hate motivated violence, consideration should be given to filling out and filing a Violent Incident Form in the pupil's Ontario Student Record (Appendix D).

Alternative Suspension Program

Where a pupil has been suspended, pending an investigation to determine whether to recommend an expulsion, the pupil will be assigned to an alternative program for pupils subject to lengthy suspension (ASP). The Principal/Vice-Principal shall communicate to the adult pupil or the pupil's parent/guardian the purpose and nature of the ASP.

- A pupil cannot be compelled to participate in an ASP. Should the adult pupil or the parent(s)/guardian(s) choose not to have the pupil participate in an ASP, the pupil will be provided with school work consistent with the Ontario curriculum or that pupil's modified and/or alternative curriculum to be completed at home for the duration of his/her suspension. This school work will be available at the school for pick-up by the adult pupil's designate or the parent(s)/guardian(s) or a

designate at regular intervals during the suspension period beginning the school day after the adult pupil or the parent(s)/guardian(s) refuses to participate in an ASP.

- A Student Action Plan (SAP) will be developed for every pupil who agrees to participate in an ASP. Agreement or refusal to participate in an ASP or refusal may be communicated to the school orally by the adult pupil or the parent(s)/guardian(s). Where the pupil or his/her parent(s)/guardian(s) decline(s) the offer to participate in an ASP, the Principal/Vice-Principal shall record the date and time of such refusal.

Planning Meeting

For pupils subject to a suspension pending an investigation to determine whether to recommend an expulsion, who choose to participate in an ASP, the Principal/Vice-Principal of the school or designate will hold a planning meeting for the purpose of developing the SAP.

1. The adult pupil or the parent(s)/guardian(s) and pupil (where appropriate) as well as any appropriate teaching and support staff will be invited to participate in the planning meeting
2. The planning meeting will be scheduled to occur within two (2) school days of the adult pupil or the pupil's parent(s)/guardian(s) informing the school that the pupil will participate in an ASP.
3. If the adult pupil or the pupil's parent(s)/guardian(s) are not available to participate in the planning meeting, the meeting will proceed in their absence and a copy of the SAP will be provided to them following the meeting.
4. During the planning meeting the Principal/Vice-Principal or designate will review the issues to be addressed in the pupil's SAP.

Student Action Plan

A pupil subject to suspension pending an investigation to determine whether to recommend an expulsion will be provided with both academic and non-academic supports, which will be identified in the pupil's SAP:

1. The SAP will be developed under the direction of the Principal/Vice-Principal of the school with assistance, as appropriate, from the Principal/Vice-Principal of alternative programs, guidance counselor, special education teacher, classroom teacher, CYW and/or social worker.

2. The Principal/Vice-Principal will make every effort to complete the SAP within five (5) school days following the adult pupil or the pupil's parent(s)/guardian(s) informing the school that the pupil will participate in an ASP.
3. This timeline will be communicated to the adult pupil or the pupil's parent(s)/guardian(s) if they are unable to attend the planning meeting for the purpose of providing input.
4. Once completed, the SAP will be shared with the adult pupil or the parent(s)/guardian(s) and pupil and all necessary staff to facilitate implementation.
5. A copy of the SAP will be stored in the pupil's Ontario Student Record until such time as it is no longer conducive to the improvement of instruction of the pupil.
6. The SAP will identify:
 - a. the incident for which the pupil was suspended
 - b. the progressive discipline steps taken prior to the suspension, if any
 - c. any other progressive discipline measures imposed in addition to the suspension
 - d. any other disciplinary issues regarding the pupil that have been identified by the school
 - e. any learning needs or other needs that might have contributed to the underlying infraction resulting in discipline
 - f. any program(s) or service(s) that might be provided to address those learning or other needs
 - g. the academic program to be provided to the pupil during the suspension period and details regarding how that academic program will be accessed by the pupil
 - h. where the pupil has an IEP or disability related needs, information regarding how the accommodations/modifications of the pupil's academic program will be provided during the period of suspension
 - i. the non-academic program and services to be provided to the pupil, if applicable, during the suspension and details regarding how that non-academic program and those services will be accessed
 - j. the measurable goals the pupil will be striving to achieve during the period of suspension.

Principal's/Vice-Principal's Investigation

The Principal/Vice-Principal will conduct an investigation promptly following the suspension of the pupil to determine whether to recommend to the Discipline Committee that the pupil be expelled. As part of the investigation, the Principal/Vice-

Principal will consult with the Superintendent of Education and/or Superintendent responsible for Student Discipline regarding any issues of process and/or timing for conducting the investigation, which must be completed at the earliest opportunity as well as the substantive decision whether or not to recommend that the pupil be expelled.

Before referring a pupil to the Discipline Committee of the Board for expulsion, the administration shall consider whether or not the recommendation might have a disproportionate impact on a pupil protected by the Human Rights Code, including but not limited to race and disability, and/or exacerbate the pupil's disadvantaged position in society, and whether or not accommodation is required. Should the decision be made to refer the pupil to the Discipline Committee with a recommendation for expulsion, the pupil must be referred to and dealt with by the Discipline Committee within twenty (20) school days from the date of suspension (unless timelines are extended by mutual consent).

Any police investigation will be conducted separately from the Principal/Vice-Principal's inquiry.

As part of the investigation, the Principal/Vice-Principal shall:

- make all reasonable efforts to speak with the adult pupil or the parent(s)/guardian(s) and pupil
- include interviews with witnesses who the Principal/Vice-Principal determines can contribute relevant information to the investigation
- make every reasonable effort to interview any witnesses suggested by the pupil or the parent(s)/guardian(s)
- consider the mitigating and other factors outlined above when determining whether to recommend to the Discipline Committee that the pupil be expelled
- consider whether or not the pupil is protected by the Human Rights Code, including but not limited to race and disability, and/or is in a disadvantaged position in society, and evaluate the appropriateness of the accommodation if any was provided.

Mitigating Factors

The mitigating factors to be considered by the Principal/Vice-Principal before deciding whether to recommend an expulsion are:

- whether the pupil has the ability to control his or her behaviour

- whether the pupil has the ability to understand the foreseeable consequences of his or her behaviour
- whether the pupil's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school

Other Factors to be Considered

Where the pupil is able to control his/her behaviour and/or is able to understand the foreseeable consequences of his/her behaviour, the Principal/Vice-Principal will consider whether the following factors mitigate the length of a suspension and whether the pupil should be referred to the Discipline Committee on a recommendation for expulsion.

- the pupil's academic, discipline and personal history
- whether progressive discipline has been attempted with the pupil, and if so, the progressive discipline approach(es) that has/have been attempted and any success or failure
- whether the infraction for which the pupil might be disciplined was related to any harassment of the pupil because of race, ethnic origin, place of origin, religion, creed, disability, gender or gender identity, sexual orientation or any other immutable characteristic or harassment for any other reason
- the impact of the discipline on the pupil's prospects for further education
- the pupil's age
- where the pupil has an IEP or disability related needs:
 - Whether the behaviour causing the incident was a manifestation of the pupil's disability.
 - Whether appropriate individualized accommodation has been provided to the point of undue hardship.
 - Whether a suspension is likely to result in aggravating or worsening the pupil's behaviour or conduct or whether a suspension is likely to result in a greater likelihood of further inappropriate conduct.
 - Whether or not the pupil's continuing presence at the school creates an unacceptable risk to the safety of anyone in the school.

Progressive Discipline

In reviewing whether progressive discipline approach(es) has/have been attempted with the pupil, and if so, the progressive discipline approach(es) that has/have been

attempted and any success or failure, the Principal/Vice-Principal will consider the following:

Whether the teacher, Principal or Vice-Principal has utilized preventative strategies and positive practices.

Preventative practices include:

- Human Rights strategy pursuant to PPM 119;
- Anti-bullying and violence prevention programs;
- Mentorship programs;
- Student success strategies;
- Character education;
- Citizenship development;
- Student leadership;
- Promoting healthy student relationships; and
- Promoting healthy lifestyles.
- Positive behaviour management practices include:
 - Program modifications or accommodations;
 - Class placement;
 - Positive encouragement and reinforcement;
 - Individual, peer and group counselling;
 - Conflict resolution / Dispute resolution;
 - Mentorship programs;
 - Promotion of healthy student relationships'
 - Sensitivity programs;
 - Safety Plans;
 - School, Board and community support programs; and
 - Student success strategies

Whether the teacher, Principal/Vice-Principal or designate has utilized early and/or ongoing intervention strategies to prevent unsafe or inappropriate behaviours, such as:

- contact with parent(s)/guardian(s)
- oral reminders
- review of expectations
- written work assignments with a learning component
- assigning the pupil to volunteer services to the community
- conflict mediation and resolution
- peer mentoring
- referral to counseling
- consultation

Whether the Principal/Vice-Principal or designate has used a progressive discipline approach to address inappropriate behaviour for which a suspension could have been imposed, such as:

- meeting(s) with the parent(s), pupil, and Principal/Vice-Principal
- referral of pupil to a community agency for anger management or substance abuse
- detentions
- withdrawal of privileges
- withdrawal from class
- restitution for damages
- restorative practices
- transfer

Consultation

Before making a decision the Principal/Vice-Principal will make every effort to consult with the pupil and the pupil's parent(s)/guardian(s) (unless the pupil is an adult pupil).

Decision Not to Recommend Expulsion

If following the investigation and consideration of the mitigating and other factors and the application of the Code, the Principal/Vice-Principal decides not to recommend to the Discipline Committee that the pupil be expelled, the Principal/Vice-Principal must:

- consider whether progressive discipline is appropriate in the circumstances
- uphold the suspension and its duration
- uphold the suspension and shorten its duration and amend the record accordingly or
- withdraw the suspension and expunge the record

If the Principal/Vice-Principal has decided not to recommend an expulsion of the pupil, the Principal/Vice-Principal will provide written notice of this decision to the adult pupil or the pupil's parent(s)/guardian(s) and pupil. The notice shall include:

- a statement of the Principal/Vice-Principal's decision not to recommend expulsion to the Discipline Committee
- a statement indicating whether the suspension has been upheld, upheld and shortened, or withdrawn

- if the suspension has been upheld or upheld and shortened, information about the right to appeal the suspension to the Discipline Committee, including:
 - A copy of the Board policies and guidelines regarding suspension appeals.
 - Contact information for the Superintendent of Education responsible for Student Discipline.
 - A statement that written notice of an intention to appeal must be given within five (5) school days following receipt by the party of notice of the decision not to recommend expulsion or;
 - If the length of the suspension has been shortened, notice that the appeal is of the shortened length of the suspension (Appendix K).

Recommendation to the Board for an Expulsion Hearing

If a Principal/Vice-Principal in consultation with the Superintendent of Education determines that a referral for expulsion is warranted, the Principal/Vice-Principal must refer the recommendation for expulsion to the Discipline Committee to be heard within twenty (20) days from the date the Principal/Vice-Principal suspended the pupil, unless the parties to the expulsion hearing agree upon a later date.

For the purposes of the expulsion proceeding, the Principal/Vice-Principal will:

- Prepare a report to be submitted to the Discipline Committee and provide the report to the pupil, the pupil's parent(s)/guardian(s) (unless the pupil is an adult pupil) prior to the hearing. The report will include:
 - A summary of the findings the Principal/Vice-Principal made in the investigation.
 - An analysis of which, if any, mitigating or other factors or Human Rights Code related grounds might be applicable.
 - A recommendation of whether the expulsion should be from the school or from the Board.
 - A recommendation regarding the type of school that would benefit the pupil if the pupil is subject to a school expulsion, or the type of program that might benefit the pupil if the pupil is subject to a Board expulsion.
- Inquire with the Superintendent of Education responsible for Student Discipline as to the date and location of the hearing and provide written notice of the expulsion hearing to the adult pupil or the pupil's parent(s)/guardian(s). The notice shall include:
 - A statement that the pupil is being referred to the Discipline Committee to determine whether the pupil will be expelled for the activity that resulted in suspension.

- A copy of the Board's policies and guidelines governing the hearing before the Discipline Committee.
- A copy of the Board Code of Conduct and School Code of Conduct.
- A copy of the suspension letter.
- A statement that the pupil and/or his/ her parent(s)/guardian(s) has the right to respond to the Principal's/Vice-Principal's report in writing.
- Information about the procedures and possible outcomes of the expulsion hearing, including that:
 - if the Discipline Committee does not expel the pupil they will either confirm, confirm and shorten, or withdraw the suspension
 - parties have the right to make submissions with respect to the suspension
 - any decision with respect to the suspension is final and cannot be appealed
 - if the pupil is expelled from the school, they will be assigned to another school
 - if the pupil is expelled from the Board, they will be assigned to a program for expelled pupils
 - if the pupil is expelled there is a right of appeal to the Child and Family Services Review Board
- The name and contact information for the Superintendent responsible for Student Discipline (Appendices L-1 & L-2).
- The Superintendent of Education will:
 - Advise the Superintendent responsible for Student Discipline and the trustee(s) for the school involved of the general details of the incident, including actions taken or pending.
 - Submit the Principal's/Vice-Principal's Report for the Discipline Committee to the Superintendent responsible for Student Discipline.
- The Superintendent responsible for Student Discipline may:
 - Arrange a meeting with the adult pupil or the pupil's parent(s)/guardian(s) and pupil and the Principal/Vice-Principal, as appropriate.
 - If a meeting is arranged, the Superintendent responsible for Student Discipline will review the Discipline Committee process for expulsion hearings, as well as respond to any questions or concerns the pupil or the pupil's parent(s)/guardian(s) may have regarding the process or incident.
 - If a meeting is arranged, during the meeting the Superintendent responsible for Student Discipline, may assist to narrow the issues and identify agreed upon facts.

- Will ensure that the item is placed on the Discipline Committee agenda for the date and time set out on the notice to the adult pupil or the pupil's parent(s)/guardian(s) and co-ordinate the attendance of the Trustees.
- Will prepare a package of documents for the Discipline Committee, which will include at least the following components;
 - a copy of the Principal's/Vice-Principal's report
 - a copy of the original suspension letter and the notice of expulsion sent to the adult pupil or pupil's parent(s)/guardian(s)
- Will confirm the adult pupil or the pupil's parent(s)/guardian(s) of the date and location of the expulsion hearing, will provide a copy of the Expulsion Hearing Rules, and a copy of the package to go to the Discipline Committee.

Hearing Before the Discipline Committee

If the Principal/Vice-Principal recommends expulsion, the Discipline Committee shall hold a hearing.

Parties before the Discipline Committee will be:

- the Principal/Vice-Principal
- the adult pupil or the pupil's parent(s)/guardian(s)

If a pupil is not a party, she/he has the right to be present at the expulsion hearing and to make submissions on his/her own behalf. The Discipline Committee may grant a person with daily care the authority to make submissions on behalf of the pupil. An adult pupil or pupil's parent/guardian may bring legal counsel, and advocate or support person with them to the expulsion hearing.

The hearing will be conducted in accordance with the Rules of the Discipline Committee and the Guideline for Expulsion Hearings:

- the Discipline Committee shall consider oral and written submissions, if any, of all parties
- the Discipline Committee shall consider whether or not the Human Rights Code should be applied in the circumstances to mitigate the discipline, if any.
- the Discipline Committee shall solicit and consider the views of all parties with respect to whether, if an expulsion is imposed, the expulsion should be a school expulsion or a Board expulsion

- the Discipline Committee shall solicit and consider the views of all parties with respect to whether, if an expulsion is not imposed, the suspension should be confirmed, shortened or withdrawn
- such other matters as the Discipline Committee considers appropriate

In determining whether to impose an expulsion the Discipline Committee shall consider the following factors:

Mitigating Factors

- whether the pupil has the ability to control his or her behavior
- whether the pupil has the ability to understand the foreseeable consequences of his or her behavior
- whether the pupil's continuing presence in the school does not or does not create an unacceptable risk to the safety of any other individual at the school

Other Factors

- the pupil's academic, discipline and personal history
- whether progressive discipline has been attempted with the pupil, and if so, the progressive approach(es) that has/have been attempted and any success or failure
- whether the infraction for which the pupil might be disciplined was related to any harassment of the pupil because of race, ethnic origin, place of origin, religion, creed, disability, gender or gender identity, sexual orientation or to related harassment for any other reason
- the impact of the discipline on the pupil's prospects for further education
- the pupil's age
- where the pupil has an IEP or disability related needs
 - Whether the behaviour causing the incident was a manifestation of the pupil's disability.
 - Whether appropriate individualized accommodation has been provided to the point of undue hardship.
 - Whether an expulsion is likely to result in aggravating or worsening the pupil's behaviour or conduct or whether a expulsion is likely to result in a greater likelihood of further inappropriate conduct.
 - Whether or not the pupil's continuing presence at the school creates an unacceptable risk to the safety of anyone in the school.
- the application of the Ontario Human Rights Code.
- the submissions and views of the parties

- whether or not the expulsion might have a disproportionate impact on a pupil protected by the Human Rights Code, including but not limited to race and disability, and/or exacerbate the pupil's disadvantaged position in society, and whether or not accommodation is required in the circumstances.
- any written response to the Principal's/Vice-Principal's report provided before the completion of the hearing
- such matters as the Discipline Committee considers appropriate

Where there is conflict in the evidence presented by the parties on the issue of whether the pupil committed the infraction, the Discipline Committee may request further evidence as set out in the Expulsion Hearing Rules subject to the requirement that the hearing take place within 20 (twenty) school days or the Discipline Committee may assess the evidence and determine whether, on a balance of probabilities, it has been established that it is more probable than not that the pupil committed the infraction.

No Expulsion

If the Discipline Committee decides not to expel the pupil, the Board shall take the submissions of the parties into account, including mitigating and other factors, in determining whether to:

- consider whether other progressive discipline is appropriate in the circumstances
- uphold the suspension and its duration
- uphold the suspension and shorten its duration and amend the record accordingly; or
- quash the suspension and expunge the record such that no record of the suspension remains in the Ontario Student Record; or
- make such other orders as the Discipline Committee considers appropriate

The Discipline Committee shall give written notice to all parties of the decision not to impose an expulsion and the decision with respect to the suspension.

The Discipline Committee's decision with respect to the suspension is final. (See Appendices M, N-1 & N-2)

Expulsion

In the event the Discipline Committee decides to impose an expulsion on the pupil, the Discipline Committee must decide whether to impose a Board expulsion or a school

expulsion. In determining the type of the expulsion, the Discipline Committee shall consider the following factors:

The mitigating and other factors:

- whether the pupil has the ability to control his or her behaviour
- whether the pupil has the ability to understand the foreseeable consequences of his or her behaviour
- whether the pupil's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school
- the pupil's academic, discipline and personal history
- whether progressive discipline has been attempted with the pupil, and if so, the progressive discipline approach(es) that has/have been attempted and any success or failure
- whether the infraction for which the pupil might be disciplined was related to any harassment of the pupil because of race, ethnic origin, place of origin, religion, creed, disability, gender or gender identity, sexual orientation or any other immutable characteristic or harassment for any other reason
- the impact of the discipline on the pupil's prospects for further education
- the pupil's age
- where the pupil has an IEP or disability related needs:
 - Whether the behaviour causing the incident was a manifestation of the pupil's disability.
 - Whether appropriate individualized accommodation has been provided.
 - Whether a school or Board expulsion is likely to result in aggravating or worsening the pupil's behaviour or conduct or whether it is likely to result in a greater likelihood of further inappropriate conduct.
 - Whether or not the pupil's continuing presence at the school creates an unacceptable risk to the safety of anyone in the school.
- the application of the Ontario Human Rights Code
- all submissions and views of the parties
- any written responses to the Principal's/Vice-Principal's report provided before the completion of the hearing
- whether or not the type of expulsion might have a disproportionate impact on a pupil protected by the Human Rights Code, including but not limited to race and disability, and/or exacerbate the pupil's disadvantaged position in society, and whether or not accommodation is required in the circumstances
- such other matters as the Discipline Committee considers appropriate
- where the Discipline Committee decides to impose a school expulsion, then the Discipline Committee must assign the pupil to another school
- where the Discipline Committee decides to impose a Board expulsion, then the Discipline Committee must assign the pupil to a program for expelled pupils

- the Discipline Committee must promptly provide written notice of the decision to expel the pupil to all parties, and the pupil, if she/he was not a party. The written notice shall include:
 - The reason for the expulsion.
 - A statement indicating whether the expulsion is a school expulsion or a Board expulsion.
 - Information about the school or program to which the pupil has been assigned.
 - Information about the right to appeal the expulsion, including the steps to be taken. (Appendices L-1 & L-2)
- Once the Principal/Vice-Principal of alternative programs has received notice that a pupil has been expelled, she/he must create a SAP in a manner consistent with the Board's policy and procedures for programs for expelled pupils under the supervision of the Superintendent of Education. An expelled pupil is a pupil of the Board, even where she/he attends a program for expelled pupils at another school board, unless she/he does not attend the program or registers at another school board.

Re-entry Requirements Following an Expulsion

A pupil who is subject to a Board expulsion is entitled to apply in writing for re-admission to a school of the Board once she/he has successfully completed a program for expelled pupils and has satisfied the objectives required for completion of the program, as determined by the person who provides the program.

The Board shall re-admit the pupil and inform the pupil in writing of the re-admission.

A pupil who is subject to a school expulsion may apply in writing to the Board to be re-assigned to the school from which she/he was expelled:

- the Board will consider whether re-attendance will have a negative impact on the school climate, including on any victims, where applicable
- the pupil will be required to demonstrate that they have learned from the incident and have sought counseling, where appropriate
- the pupil will be required to sign a Declaration of Performance form provided by the Board (Appendix O)
- following consideration of the principles of equity and inclusion, the Board, in its sole discretion, may determine that a different school than the one from which the pupil was expelled is a more appropriate placement for the pupil

Appeal of Board Decision to Expel

The adult pupil or the pupil's parent(s)/guardian(s) may appeal a Board decision to the Child and Family Services Review Board.

The Child and Family Services Review Board is designated to hear and determine appeals of school board decisions to expel pupils.

- An individual who appeals an expulsion may argue that his/her rights pursuant to the Human Rights Code, have been infringed.
- In addition, a separate right to apply to the Human Rights Tribunal of Ontario exists where an individual believes his/her rights pursuant to the Human Rights Code have been infringed.

The decision of the Child and Family Services Review Board is final.

Monitoring & Review

Schools and their Safe Schools Teams have an important role in assisting with monitoring, review and improvement of the effectiveness of safe schools policies and procedures.

Every two years schools are required to address issues of bullying, gender based violence, homophobia, sexual, racial and disability related harassment and inappropriate sexual behaviour in their school improvement plans and to evaluate the effectiveness of safe schools policies, procedures and programs through the use of school climate surveys.

Climate surveys shall be conducted by the school every two years to provide parents, school staff and pupils with an opportunity to anonymously evaluate and communicate their perception of school safety. Climate surveys shall include questions about bullying, harassment related to immutable characteristics including those protected by the Human Rights Code, gender-based violence, and sexual assault. Where possible, climate surveys shall be made available to pupils with cognitive disabilities in a form that might provide them with an opportunity to identify their perception of their safety. Pupils with other special needs shall be accommodated in order to provide them with an opportunity to respond to the climate survey.

The results of climate surveys shall be shared with Safe School Teams in order to assist the Teams to build strategies in school improvement plans to improve the school climate deficits identified. Safe School Teams must include one non-teaching staff member and the chair of the team must be a staff member, and may be the Principal or Vice-Principal.

Delegation of Authority to Teacher-In-Charge (Appendix P)

A teacher-in-charge may be delegated authority by the Principal/Vice-Principal to receive Safe School Incident Report -- Form I about suspension and expulsion infractions, from Board employees and transportation providers, in which case, the teacher-in-charge shall at the earliest opportunity inform the Principal/Vice-Principal and when the absence of the Principal/Vice-Principal might be for two or more days, the superintendent.

A teacher-in-charge may be delegated authority to contact the police in an emergency or in the event of an incident requiring police involvement in accordance with the Police and School Response Protocol (Policy #V129/AR129).

A teacher-in-charge may be delegated authority by the Principal/Vice-Principal to conduct an investigation when an infraction has occurred requiring further information before action can be taken. When it appears that the incident might attract discipline in the form of suspension or expulsion, the teacher-in-charge shall NOT proceed to investigate, but shall at the earliest opportunity provide the Principal/Vice-Principal, and in the absence of the Principal/Vice-Principal for two or more days, the superintendent, with a detailed written and oral account of the steps taken and information determined up to that point.

All incidents on school property occurring during a school related activity or having an impact on school climate that might result in suspension or suspension and a recommendation for expulsion shall be reported by the teacher-in-charge to the Principal/Vice-Principal, or in the Principal's/Vice-Principal's absence, at the earliest opportunity, and in the absence of the Principal/Vice-Principal for two or more days, the superintendent.

In such circumstances, the teacher-in-charge may be delegated authority to provide information to the parent/guardian of a pupil, who is NOT an adult pupil and where the teacher-in-charge is NOT of the opinion that informing the parent/guardian would put

the pupil at risk of harm, about the fact that harm has been caused and the nature of the harm that has occurred. The teacher-in-charge shall also inform the parent/guardian that, at the earliest opportunity, an administrator will contact the parent/guardian to provide further information about the activity causing harm and the steps that will be taken to support the victim and ensure the victim's safety.

A teacher-in-charge shall NOT be delegated authority to share with the parent/guardian of a victim the name of the suspected perpetrators and/or the discipline measures that might be taken by the school to address the infraction.

The teacher-in-charge may be delegated authority to consider and implement progressive discipline measures following the investigation of an incident, which has occurred on school property, during a school activity, or in circumstances having an impact on the school climate, that by its nature does not require the Principal/Vice-Principal to consider imposing a suspension and does not require the Principal/Vice-Principal to consider imposing a suspension pending an inquiry for the purposes of recommending an expulsion.

A teacher-in-charge shall not be delegated authority to suspend a pupil.

If at any time the teacher-in-charge is uncertain or uncomfortable about the duties that have been delegated and/or the possible application of the Human Rights Code, s/he should take immediate steps to contact an administrator. In emergency circumstances, where an administrator is not available, the teacher-in-charge shall contact the Superintendent, then Director or emergency administrator who has been identified as a resource.

Written notice identifying the authority being delegated to the designate, the timeframe for the delegation of the authority and the resources available to the teacher-in-charge must be provided in the form attached as Appendix P in writing and in each instance of delegation.

When a designate has been identified to assume duties for a particular timeframe, communication by internal electronic mail shall be provided to all staff members of the school, who are anticipated to be in attendance during the particular timeframe, identifying the name of the teacher-in-charge and the timeframe for the administration's absence, prior to the delegation.



SUPERIOR NORTH CATHOLIC District School Board
SAFE SCHOOLS INCIDENT REPORT -- FORM I
(CONFIDENTIAL)

Report No: School:

Students Involved: (If Known)

Location of Incident: Check (X) One

- At a location in the school or on school property.
At a school related activity.
On a school bus.
Other

Time of Incident: Date: Time:

Type of Incident: Check (√) All That Apply

Activities for which suspension must be considered under subsection 306(1) of the Education Act

- Uttering a threat to inflict serious bodily harm on another person.
Possessing alcohol or illegal drugs.
Being under the influence of alcohol.
Swearing at a teacher or at another person in a position of authority.
Committing an act of vandalism that causes extensive damage to school property...
Bullying
Any other activity for which a student may be suspended...

Activities for which expulsion must be considered under subsection 310(1) of the Education Act

- Possessing a weapon, including possessing a firearm.
Using a weapon to cause or to threaten bodily harm to another person.
Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
Committing sexual assault.
Trafficking in weapons or in illegal drugs.
Committing robbery.
Giving alcohol to a minor.
Any other activity for which a student may be expelled...

Report Submitted By: Name

Role in School Community

Signature Date

Contact Information: Location Telephone

FOR PRINCIPAL/VICE-PRINCIPAL'S USE ONLY: (Check if incident was a violent incident, as defined in Policy/Program Memorandum #120.)

Violent Incident
Information is collected under the authority Part XIII of the Education Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and shall be used for the purpose of student discipline. Questions about information collected on this form shall be directed to the school Principal/Vice-Principal.



SUPERIOR NORTH CATHOLIC District School Board

Appendix B

SAFE SCHOOLS INCIDENT REPORT -- FORM II

ACKNOWLEDGEMENT OF RECEIPT OF REPORT

Report No:

Report Submitted By: Name: _____ Date:

• **Investigation Completed**

- Principal/Vice-Principal to communicate results to the teacher at a mutually convenient time.*
- Principal/Vice-Principal to communicate results to other board employee at a mutually convenient time, as appropriate.*

• **Investigation In Progress**

- Once investigation is completed, Principal/Vice-Principal to communicate results to the teacher at a mutually convenient time.*
- Once investigation is completed, Principal/Vice-Principal to communicate results to other board Employee at a mutually convenient time, as appropriate.*

Name of Principal/Vice-Principal:

Signature: _____ Date:

Note: Only Form II is to be given to the person who submitted the report.

*In accordance with S.300.2 of the Education Act, after investigating a matter reported by an employee, the Principal/Vice-Principal shall communicate the results of the investigation to the teacher or other board employee who is not a teacher, as appropriate. In accordance with the Municipal Freedom of Information and Protection and Privacy Act and the Education Act, when reporting the results of the investigation, the Principal/Vice-Principal shall not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.



**SUSPENSION LETTER
(School Letterhead)**

Date: _____

Adult Pupil/Parent(s)/Guardian(s) Name: _____

Address: _____

Dear: ***(Adult Pupil's/Parent's/Guardian's Name)***

Re: Suspension of ***(Pupil's Name)***

(D.O.B.) _____ from ***(Name of School)***

(You/Pupil's Name) ***(have/has)*** been suspended from ***(Name of School)*** and from engaging in all school related activities from ***(Effective Date of Suspension)*** to ***(Last Day of Suspension)*** inclusive, i.e. ***(number)*** school days. This suspension applies to all school buildings, grounds, school buses, school functions, activities and trips. ***(You/Pupil's Name)*** may return to school on ***(Date)*** at ***(Time)***. ***(You/Pupil's Name)*** must report to the office before returning to school.

This suspension is imposed in accordance with the Education Act, the Board's Student Discipline Policy and ***(Name of School)*** Code of Conduct.

The reason for the suspension is ***(use infraction applicable)***. Namely, my findings indicate that ***(you/pupil's name)(describe incident with particulars)***.

School work ***(has been delivered to you/is available at the office. Please make arrangements to have it picked up)***.

(If suspension is 6 school days or longer) In addition ***(you/pupil's name)*** ***(have/has)*** been assigned to an Alternative Suspension Program, a program for suspended pupils. The Alternative Suspension Program will provide an opportunity for continued academic work and support for self-management to assist with the re-entry to school.

Please confirm ***(your/pupil's name)*** participation in an Alternative Suspension Program at your earliest opportunity by contacting the school. As soon as notice of ***(your/pupil's name)*** participation is received, a planning meeting will be scheduled to develop the Student Action Plan (SAP).

Should you wish to appeal this suspension, you must provide written notice of your intention to appeal to the Superintendent of Education with responsibility for Student Discipline, or Designate, ***(Contact Information)***, within 10 school days of the commencement of suspension, ie. before ***(Insert Date)***. You may then contact the Superintendent of Education with Safe Schools Portfolio or Designate to discuss the appeal. Please be aware that an appeal does not stay the suspension.



Appendix C-2

A copy of the Board's Student Discipline Policy, Administrative Regulations and Suspension Appeal Guidelines are enclosed.

Sincerely,

(Principal/Vice-Principal)

Encls.

cc: Teacher(s) of Pupil
Superintendent of Education
Superintendent Responsible For Student Discipline
Ontario Student Record



SUPERIOR NORTH CATHOLIC District School Board

VIOLENT INCIDENT REPORT FORM

(To be completed for all violent incidents described in Section A below, which result in a suspension.)

Name of Student:		DOB:		Male	
				Female	
School Name:		Date	of		
		Incident:			

A. Description of Violent Incident (Main reason for suspension/expulsion.)

<input type="checkbox"/>	possession of weapons (eg. guns, knives)
<input type="checkbox"/>	threats of serious physical injury
<input type="checkbox"/>	physical assaults causing serious bodily harm
<input type="checkbox"/>	sexual assault
<input type="checkbox"/>	robbery and extortion
<input type="checkbox"/>	any hate motivated violence (eg. incidents involving racism, homophobia)
<input type="checkbox"/>	vandalism causing extensive damage to school property or property located on school premises

Details of Violent Incident (Brief description of incident.)

--

B. Police Contact

1. Date of Contact	2. Date of Police Investigation At School	3. Police Department Incident No.

C. School/Board Response

Suspension	<input type="checkbox"/>	Expulsion	<input type="checkbox"/>	Other	<input type="checkbox"/>	
------------	--------------------------	-----------	--------------------------	-------	--------------------------	--

Date of Inclusion in OSR:	Principal/Vice-Principal/Designate Signature:
---------------------------	---

(Please refer to the Ministry of Education document Violence Free Schools Policy 1994 for direction on the removal of this form from the OSR.)

- Copies To:
1. OSR
 2. School File For September 30th Reporting To Ministry
 3. Police – Ontario Provincial Police, Detachment Commander
 4. Superintendent of Education



Superior North Catholic District School Board

21 Simcoe Plaza
Box 610
Terrace Bay, ON
P0T 2W0

Ph: (807) 825-3209
Fax: (807) 825-3885
snedsb.on.ca

APPENDIX F

SUSPENSION REVIEW DECISION

[Date]

[Adult Pupil/Parent(s)/Guardian(s) Name]
[Address]

Dear **(Adult Pupil's/Parent's/Guardian's Name)**

Re: Suspension Review of Suspension of **(Pupil's Name)**
(D.O.B.) from **(Name of School)**

I have completed my review of **(your/pupil=s name)** suspension from **(Name of School)**. As a result of my review I have decided to **(expunge/modify/uphold)** the suspension.

I will contact you to discuss the results of my review and your appeal.

Sincerely,

(Superintendent of Education)

cc: Superintendent Responsible For Student Discipline
Principal/Vice-Principal
Ontario School Record



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Box 610
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P0T 2W0

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Appendix G

NOTICE OF SUSPENSION APPEAL

[Date]

[Adult Pupil/Parent(s)/Guardian(s) Name]
[Address]

Dear **(Adult Pupil's/Parent's/Guardian's Name)**

Re: Appeal of Suspension of **(Pupil's Name)**

(D.O.B.) from **(Name of School)**

You have appealed the decision of Principal/Vice-Principal **(Name)**, to suspend **(you/pupil's name)** from **(Name of School)**.

The Appeal will be heard by the Discipline Committee of the Board of Trustees on **(insert date and time)** at **(insert location)**.

You will find enclosed a copy of the Information Package that will be relied on by the administration for the Board and will be provided to the Discipline Committee. The Information Package includes a copy of the suspension letter, your letter requesting the appeal, correspondence with respect to the suspension review and the Principal's/Vice-Principal's Report of the Incident. Also enclosed please find a copy of the Board's Suspension Appeal Guidelines.

Please advise me at your earliest opportunity if you intend to bring legal representation to the appeal.

Please be advised that if you fail to attend on time, the Discipline Committee will wait for 30 minutes and may then proceed to decide the matter in your absence. Should you have any questions about the appeal process, please contact me **(contact information)**.

Sincerely,

(Superintendent Responsible For Student Discipline)

cc: Superintendent of Education
Principal/Vice-Principal
Ontario Student Record

Geraldton
St. Joseph
Catholic
School

Longlac
Our Lady of
Fatima Catholic
School

Marathon
Holy Saviour
Catholic
School

Manitouwadge
Our Lady of
Lourdes Catholic
School

Nakina
St. Brigid
Catholic
School

Nipigon
St. Edward
Catholic
School

Red Rock
St. Hilary
Catholic
School

Schreiber
Holy Angels
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School

Terrace Bay
St. Martin
Catholic
School



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Appendix H

SUSPENSION APPEAL DECISION

[Date]

[Adult Pupil/Parent(s)/Guardian(s) Name]

[Address]

Dear ***(Adult Pupil's/Parent's/Guardian's Name)***

Re: Decision of Discipline Committee Suspension Appeal of ***(Pupil's Name)***
(D.O.B.) from ***(Name of School)***

Attached, please find a copy of the Decision of the Discipline Committee regarding your suspension appeal, dated ***(insert date)***.

The decision of the Discipline Committee is final and is not subject to further appeal.

Should you have any questions, please contact me at ***(contact information)***.

Sincerely,

(Superintendent Responsible For Student Discipline)

Encl.

cc: Superintendent of Education
Principal/Vice-Principal
Ontario Student Record

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Catholic
School

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Our Lady of
Fatima Catholic
School

Marathon
Holy Saviour
Catholic
School

Manitouwadge
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Nakina
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Nipigon
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Catholic
School

Schreiber
Holy Angels
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Catholic
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APPENDIX I

SUSPENSION APPEAL DECISION OF THE DISCIPLINE COMMITTEE

SUSPENSION APPEAL DECISION

IN THE MATTER OF Section 309
of the Education Act, as amended

- and -

IN THE MATTER OF an appeal by
(Name of Appellant), of the suspension
of **(Pupil's Name)**, a pupil of **(School Name)**

Decision

UPON being satisfied that the Discipline Committee has jurisdiction to conduct the appeal pursuant to section 309 of the Education Act;

AND UPON being satisfied that the proper parties to the appeal are **(Name of Appellant and relationship to pupil)** and **(Principal's/Vice-Principal's Name)** as Principal/Vice-Principal of **(School Name)**;

AND UPON being satisfied that the parties received reasonable notice of the appeal;

AND UPON having provided an opportunity to the appellant to make submissions, having heard the submissions of the Principal/Vice-Principal, having read the materials submitted by the parties, and having retired to consider the matter;

THE DISCIPLINE COMMITTEE does hereby **(confirm the suspension/confirm the suspension but shorten its duration to [number] school days and amend the record accordingly/quash the suspension and expunge the record/confirm the suspension but expunge the record on [insert date or event])**.

THE DECISION OF THE DISCIPLINE COMMITTEE is final.

DATED this **(Day)** of **(Month)** **(Year)**, and signed on behalf of the Discipline Committee and Board of Trustees by the Chair of the Discipline Committee.

Superior North Catholic District School Board

By:

Chairperson



Superior North Catholic District School Board

21 Simcoe Plaza
Box 610
Terrace Bay, ON
P0T 2W0

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Fax: (807) 825-3885
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Appendix J

SUSPENSION PENDING POSSIBLE RECOMMENDATION FOR EXPULSION (School Letterhead)

[Date]

[Adult Pupil/Parent(s)/Guardian(s) Name]
[Address]

Dear **(Adult Pupil's/Parent's/Guardian's Name)**

Re: Suspension of **(Pupil's Name)**

(D.O.B.) from **(Name of School)**

(You/Pupil's Name) **(have/has)** been suspended from **(Name of School)** and from engaging in all school related activities from **(Effective Date of Suspension)** to **(Last Date of Suspension)** inclusive, ie. twenty (20) school days. This suspension applies to all school buildings, grounds, school buses, school functions, activities and trips.

Please be advised that this suspension is made in accordance with the Education Act, the Board's Student Discipline Policy and **(Name of School)** Code of Conduct.

The reason for the suspension is **(use the infraction applicable)**. Namely, my findings indicate that **(you/Pupil's Name)** **(describe incident with particulars)**.

Please be advised that I am continuing my investigation of this matter in order to determine whether to recommend to the Discipline Committee of the Board of Trustees that **(you/Pupil's Name)** be expelled. The investigation may include **(refer to checklist and identify your next steps)**. An expulsion may be from **(Name of School)** or from all schools of the Board. You will be informed of the results of my investigation in writing.

The Board is committed to the education and future of its pupils. **(You/Pupil's Name)** **(have/has)** been assigned to an Alternative Suspension Program, a program for suspended pupils. An Alternative Suspension Program provides pupils with the opportunity to continue academic work and receive support for self-management. Please find enclosed information about Alternative Suspension Programs. Please contact the school at your earliest opportunity to confirm **(your/pupil's name)** participation in an Alternative Suspension Program. As soon as notice of **(your/pupil's name)** participating is received, a planning meeting will be scheduled.

You do not have the right to appeal the suspension at this time. Should it be determined at the conclusion of the investigation that a recommendation for expulsion will not be made, you will be entitled to appeal the suspension to the Discipline Committee of the Board of Trustees. Should it be determined that a recommendation for expulsion is warranted, then you may address the suspension before the Discipline Committee at the expulsion hearing.

Sincerely,

(Principal/Vice-Principal)

Encl.

cc: Superintendent Responsible For Student Discipline
Superintendent of Education
Ontario Student Record

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Appendix K

DECISION LETTER NOT TO RECOMMEND EXPULSION (School Letterhead)

[Date]

[Adult Pupil/Parent(s)/Guardian(s) Name]

[Address]

Dear **(Adult Pupil's/Parent's/Guardian's Name)**

Re: Expulsion Not Recommended for **(Pupil's Name)**

(D.O.B.) from **(Name of School)**

I am writing to you to report the result of my investigation following **(your/pupil's name)** suspension. I have decided not to recommend to the Discipline Committee that **(you/pupil's name)** be expelled.

As part of my investigation, I have reviewed **(your/pupil's name)** suspension, and I have determined that the suspension should be **(confirmed/confirmed but shortened to [insert number] school days and the record amended accordingly/withdrawn and the record expunged)**.

(Unless the suspension is withdrawn). Should you wish to appeal the suspension, you must provide written notice of your intention to appeal the suspension to the Superintendent of Education with Safe Schools Portfolio or Designate. **(contact information)**, within 5 school days of the receipt of this notice, ie. before **(insert date)**, by courier or mail is 10 school days from date of this letter, by email or fax is 6 school days from date of this letter.

If you provide notice of your intention to appeal, you may contact the Superintendent of Education with Safe Schools Portfolio or Designate to discuss the appeal. If the suspension has been reduced in length, the appeal is from the reduced suspension. **Please be aware that an appeal does not stay the suspension.**

A copy of the Board's Student Discipline Policy, Administrative Regulations and Suspension Appeal Guidelines are enclosed.

Sincerely,

(Principal/Vice-Principal)

Encl.

cc: Superintendent of Education
Superintendent Responsible For Student Discipline
Ontario Student Record



Superior North Catholic District School Board

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Terrace Bay, ON
P0T 2W0

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Fax: (807) 825-3885
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Appendix L-1

NOTICE OF RECOMMENDATION FOR EXPULSION (School Letterhead)

[Date]

[Adult Pupil/Parent(s)/Guardian(s) Name]
[Address]

Dear *(Adult Pupil's/Parent's/Guardian's Name)*

Re: (Pupil's Name) (D.O.B.)

(Name of School) (Investigation)

I am writing to you following my investigation to determine whether to recommend an expulsion. As a result of my investigation, I have decided to recommend to the Discipline Committee of the Board of Trustees that **(you/pupil's name)** be expelled.

A copy of my Report to the Discipline Committee Recommending Expulsion is enclosed. You may respond to this Report, in writing, to the Discipline Committee or to me. A copy of your written submissions should be provided to the Superintendent of Education with Safe Schools Portfolio or Designate **(contact information)**.

The hearing by the Discipline Committee to decide whether **(you/pupil's name)** should be expelled will be held on **(date and time)** at **(location)**. Enclosed please find copies of the Board's Student Discipline Policy, Student Discipline Regulations, Expulsion Hearing Guidelines and Discipline Committee Rules.

You will be provided with an opportunity to make a presentation to the Discipline Committee about whether **(you/pupil's name)** should be expelled, and whether, if **(you/pupil's name)** **(are/is)**

expelled, **(you/she/he)** should be expelled from **(School Name)** or from all schools of the Board and, if no expulsion is imposed, your position with respect to the suspension.

The Discipline Committee will determine whether **(you/pupil's name)** should be expelled, and whether **(your/pupil's name)** expulsion should be from **(School Name)** or from all of the schools of the Board.

If **(you/pupil's name) (are/is)** expelled from **(School Name)**, the Discipline Committee will assign **(you/pupil's name)** to a program provided at another school of the Board. If **(you/pupil's name) (are/is)** expelled from all schools of the Board, the Discipline Committee will assign **(you/pupil's name)** to a program for expelled pupils.

Information about both the program that will be provided at another school and the program for expelled pupils is enclosed. Both the program that will be provided at another school and the program for expelled pupils will provide **(you/pupil's name)** with an opportunity to pursue academic work and receive additional supports.

Geraldton St. Joseph Catholic School	Longlac Our Lady of Fatima Catholic School	Marathon Holy Saviour Catholic School	Manitouwadge Our Lady of Lourdes Catholic School	Nakina St. Brigid Catholic School	Nipigon St. Edward Catholic School	Red Rock St. Hilary Catholic School	Schreiber Holy Angels Catholic School	Terrace Bay St. Martin Catholic School
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Superior North Catholic District School Board

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Appendix L-2

Should the Discipline Committee decide not to expel **(you/pupil's name)**, the Discipline Committee will review the suspension. The Discipline Committee may confirm the suspension, confirm but shorten the suspension and amend the record accordingly, or withdraw the suspension and expunge the record. The decision of the Discipline Committee with respect to the suspension is final and is not subject to appeal.

You may bring legal counsel to represent you before the Discipline Committee, which might be funded by Legal Aid, depending upon your circumstances. If you intend to bring legal counsel, please provide the Superintendent of Education with Safe Schools Portfolio or Designate with notice, at your earliest opportunity.

Please note that the Discipline Committee will wait for thirty (30) minutes for your arrival on **(Day)**, **(Month)**, **(Year)** and, should you fail to attend in a timely manner, the Discipline Committee may proceed in your absence.

The Superintendent of Education with Safe Schools Portfolio or Designate **(Name and Contact Information)**, will contact you to review the hearing process and answer any questions that you might have.

Sincerely,

(Principal/Vice-Principal)

Encls.

cc: Superintendent Responsible For Student Discipline
Ontario Student Record



Superior North Catholic District School Board

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Appendix M

EXPULSION DECISION

[Date]

[Adult Pupil/Parent(s)/Guardian(s) Name]

[Address]

Dear **(Adult Pupil's/Parent's/Guardian's Name)**

Re: Decision of Discipline Committee Expulsion Hearing for **(Pupil's Name)**
(D.O.B.) from **(Name of School)**

Attached, please find the Decision of the Discipline Committee, dated **(insert date)**.

Should you wish to appeal this decision, you may contact the Child and Family Services Review Board at **(Insert Phone Number)** within 30 days of receipt of this notice.

If the pupil has been expelled: Please also find attached information regarding the educational program offered by the Board at **(insert name of alternative school/program for students expelled from all schools of the Board)**.

Should you have any questions, please contact the undersigned at **(contact information)**.

Sincerely,

(Superintendent Responsible For Student Discipline)

Encl.

cc: Superintendent of Education
Principal/Vice-Principal
Ontario Student Record

Geraldton
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Appendix N-1

RECOMMENDATION FOR EXPULSION DECISION OF THE DISCIPLINE COMMITTEE

RECOMMENDATION FOR EXPULSION DECISION (*School Board Name*)

IN THE MATTER OF Section 311.3
of the Education Act, as amended
- and -

IN THE MATTER OF a recommendation by
(*Name of Principal/Vice-Principal*), (*School Name*) for the expulsion of
(*Pupil's Name*), a pupil of (*School Name*)

Decision

UPON being satisfied that the Discipline Committee has jurisdiction to conduct the hearing pursuant to section **311.3** of the Education Act.

AND UPON being satisfied that the proper parties to the hearing are (*Name of Appellant and relationship to pupil*) and (*Principal's/Vice-Principal's Name*), Principal/Vice-Principal of (*School Name*);

AND UPON being satisfied that the parties received reasonable notice of the hearing;

AND UPON having provided an opportunity to the Appellant to make submissions, having heard the submissions of the Principal/Vice-Principal, having read any materials submitted by the parties, having considered the facts and any mitigating and/or other factors referred to by the parties, and having retired to consider the matter;

THE DISCIPLINE COMMITTEE does hereby impose an expulsion from (*School Name*) and assign the pupil to an educational program at (*School Name*) for the following reasons (**INSERT REASONS FOR EXPULSION**).

OR

THE DISCIPLINE COMMITTEE does hereby impose an expulsion from all schools of the Board, assign the pupil to the program for expelled pupils and require that the pupil successfully complete and meet the objectives of the program for expelled pupils before being re-admitted to a regular day school program in Ontario for the following reasons (**INSERT REASONS FOR EXPULSION**).



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Appendix N-2

OR

THE DISCIPLINE COMMITTEE does not hereby impose an expulsion; and does hereby (**confirm the suspension imposed by [Principal's/Vice-Principal's Name], confirm the suspension imposed by [Principal's/Vice-Principal's Name] but shorten its duration to [number] school days and amend the record accordingly/ quash the suspension and expunge the record**).

DATED this (**Day**) of (**Month**), (**Year**) and signed on behalf of the Discipline Committee and Board of Trustees by the Chair of the Discipline Committee.

Superior North Catholic District School Board

By: _____
Chairperson

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Our Lady of
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School

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Catholic
School

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Lourdes Catholic
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School



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APPENDIX O

DECLARATION OF PERFORMANCES

(Date)

(Pupil's Name)

I agree to complete with the following expectations on my return as a student to ***(Name of School)***:

1. I agree to comply with the expectations of the ***(Name of School)*** Code of Conduct and the Superior North Catholic DSB Code of Conduct.
2. I agree to work diligently in a positive manner and to be attentive to my teachers and classmates in an effort to accomplish the goals of my educational program.
3. I agree to be punctual and prepared for class.
4. I agree to be active and participate in the extra-curricular life of the school.

(Insert If applicable) I agree to seek guidance and ask for help from school staff when I feel overwhelmed or anxious.

(Insert If applicable) I agree to seek assistance from school staff when needed, in order to assist me to solve problems in a constructive manner.

(Insert If applicable) I agree to refrain from ***(insert one or more: using violence/restricted substances to solve my problems)***.

Signature ***(Name of Student)***

Date



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APPENDIX P

DELEGATION OF AUTHORITY FORM

SCHOOL YEAR - 2013/2014 WEEKLY REPORT

NAME OF SCHOOL: _____

PRINCIPAL/VICE-PRINCIPAL: _____

WEEKLY REPORTING PERIOD: _____

During the specified dates, the Principal/Vice-Principal will be away from the school. You may contact the following, in this order:

- Principal/Vice-Principal by cell phone at _____
- Superintendent of Education, Mary Anne Baker at 825-3209 ext. 34
- Superintendent of Education, Tina Visintin at 825-3209 ext. 28
- Superintendent of Education, Leah Vanderwey at 825-3209 ext. 35
- Director of Education, Valerie Pichette at 825-3209 ext. 21
- As an alternative, if no Superintendent is available, the Principal/Vice-Principal of School, may be reached at _____

PRINCIPAL/VICE-PRINCIPAL DESIGNATE	DATES

Principal/Vice-Principal Signature: _____

Weekly reports for the month are to be submitted
to the board office by the last day of each month.



ASSEMBLY OF CATHOLIC BISHOPS OF ONTARIO

ASSEMBLÉE DES ÉVÊQUES CATHOLIQUES DE L'ONTARIO

January 19, 2010

To: Kevin Kobus, Senior Policy Advisor, OCSTA
Directors of Education, Ontario Catholic School Boards

cc: Sr. Joan Cronin, Executive Director, Institute for Catholic Education

Re: Ministry of Education Policy/Program Memorandum No. 145
“Progressive Discipline and Promoting Positive Student
Behaviour”

The purpose of this communication is to bring to your attention certain matters of concern related to provisions of the Ministry of Education’s Policy/Program Memorandum No.145. The bishops of the Education Commission of the ACBO have recently been apprised of policy directives related to PPM 145 that could have an impact on our Catholic schools and the care they provide to students of same-sex orientation.

Of particular concern are three areas of the PPM. I would like to share with you some thoughts concerning each of these three areas.

The first relates to supporting students in student-led activities promoting understanding and development of healthy relationships. Were it not for the fact that the PPM specifically names “gay-straight alliances” among these activities to be supported, the bishops would be in complete agreement with this principle. However, “gay-straight alliances” imply a self-identification with sexual orientation that is often premature among high school students. Because of this, the bishops feel that such an activity is not to be encouraged. Other types of dialogue groups that could achieve the same objectives should rather be encouraged.

The second area of concern relates to outside “professional supports”, among which the PPM identifies “public health units, community agencies, [and] Help Phone lines”. The bishops feel it would be important for Catholic schools to identify and collaborate with those agencies that reflect or, at least, respect Catholic moral values. School boards would have to identify which such agencies exist in their area and make them known to their school Principal/Vice-Principals and those employees who “work directly with students” and are expected to support them.

The third area of concern relates to a specific obligation: to “ensure that all publicly funded schools provide access to public health units to deliver their mandated public health curriculum”. It would be important to specify that health units are to deliver their curriculum in accordance with Catholic moral principles and under the supervision of qualified Catholic school board personnel.

In all these areas, our denominational rights as Catholic schools with a specific mandate must be respected. We trust that the Catholic Consortium and the Equity and Inclusion Policy Task Force will take into careful account the above-noted concerns and address them accordingly in their policy development undertakings. We would appreciate a response to these concerns and offer our collaboration on your collective efforts.

With many thanks for the work you do, and with prayers for continued success in your projects, Yours in Christ,

Most Rev. Paul-Andre Durocher
Chair, Education Commission