POLICIES AND PROCEDURES

POLICY:	**Safe Schools Code of Conduct – Student Suspensions**
SECTION F:	School Operations
SUB-SECTION:	Security/Safety

Date Approved:	April 27, 1999	**Dates of Amendment:**	February 12, 2008

Cross Reference: Ontario Student Record Guidelines; Safe School Code of Conduct – General Policy

POLICY:

1. In accordance with the Education Act, a principal may suspend a student for a fixed period from one to twenty instructional days for the following infractions:

   a) Uttering a threat to inflict serious bodily harm on another person;

   b) Possessing alcohol or illegal drugs;

   c) Being under the influence of alcohol;

   d) Swearing at a teacher or at another person in a position of authority;

   e) Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;

   f) Bullying;

   g) Engaging in another activity that, under a policy of the Board, is one for which a suspension may be considered, such as: persistent truancy, persistent opposition to authority, habitual neglect of duty, the willful destruction of school property, the use of profane or improper language, or conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school.

2. In determining whether to apply a suspension and in determining the length

of a suspension:

a) The principal shall consider the measures outlined in the Progressive Discipline Policy.

b) The principal shall consider the following mitigating factors prescribed by the regulations:

   i) The student does not have the ability to control his/her behaviour;

   ii) The student does not have the ability to understand the foreseeable consequences of his/her behaviour;

   iii) The student's continuing presence in the school does not create an unacceptable risk to the safety or wellbeing of any person in the school.

c) The principal shall consider the following other factors if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended:

   i) the student's history;

   ii) whether a progressive discipline approach has been used with the student;

   iii) whether the activity for which the student may be or is being suspended was related to any harassment of the student because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment;

   iv) how the suspension would affect the student's ongoing education;

v) the age of the student.

d) The principal shall consider in the case of a student for whom an Individual Education Plan has been developed:

i) whether the behaviour was a manifestation of a disability identified in the student's individual education plan;

ii) whether appropriate individualized accommodation has been provided, and:

iii) whether the suspension is likely to result in an aggravation or worsening of the student's behaviour or conduct.

3. In accordance with the Education Act, the Board may remove, confirm or modify a suspension and, where appropriate, may order that the record of suspension be expunged.

4. A form Notice of Suspension and, where applicable, a Violent Incident Form, shall be included in the Ontario Student Record (O.S.R.) Documentation file.

5. The Director of Education shall report to the Board, on a regular basis and in a format approved by the Board, information on all student suspensions.

ADMINISTRATIVE PROCEDURES:

When a student has been suspended, a principal will:

1. Notify the student of the suspension.

2. Inform the student's teacher(s) of the suspension.

3. Make all reasonable efforts to inform the student's parent or guardian within 24 hours of the suspension being imposed, unless the student is at least 18 years old or is 16 or 17 years old and has withdrawn from parental control.

4. Notify the Family of Schools Superintendent of the suspension.

5. Complete a formal Notice of Suspension which must include:

   a) the reason for the suspension;

   b) the duration of the suspension;

   c) information about any program for suspended students to which the student is assigned.

6. The appropriate persons will be made aware of the suspension prior to its implementation.

7. Ensure the written notice of the suspension is given promptly to the appropriate persons as outlined in Administrative Procedure 3.

8. Send home the student once alternate arrangements are made with the parents/guardians, if appropriate.

9. Ensure adequate and relevant school work is provided in accordance with the Board's guidelines for suspended students. Students will not be penalized for evaluation opportunities missed during the period of suspension.

10. Ensure that every effort is made to have the parent/guardian or, where appropriate, student meet with the principal before the student is re-admitted.

11. Complete a Violent Incident Form in the case of a serious incident.

12. In the case of a one-day suspension, provide school work, to be completed at home, the day the student is suspended.

13. In the case of a suspension of between two and five school days, provide school work, to be completed at home, on the day of the suspension or the following school day.

14. In the case of a suspension of six or more school days, follow the procedures as outlined in the guidelines for students on long-term suspension.

15. Follow Ministry of Education O.S.R. Guidelines with respect to the removal and retention of Notices of Suspension and Violent Incident Forms.