



ADMINISTRATIVE PROCEDURES

SUBJECT: Suspension of a Pupil

Procedural Steps When Imposing a Suspension

Where a principal has determined that it is appropriate in the circumstances to impose a suspension, the principal is required to effect the following procedural steps:

1. As soon as possible on the day of the suspension, or at the very latest within 24 hours of the decision, the principal must make all reasonable efforts to orally inform the adult pupil or the pupil's parent/guardian of the suspension;
2. The principal must provide written notice of the suspension to the pupil, and to the pupil's parent/guardian (unless the pupil is an adult pupil) as follows:
 - a. In hard copy for the pupil to deliver home the day of the suspension; or, if not possible,
 - b. By mail to the home address; or,
 - c. By fax or e-mail as provided by the parent.
3. The written notice of suspension will include:
 - a. The reason for suspension;
 - b. The duration of the suspension;
 - c. Information about the alternative program for suspended students the pupil is assigned to, where the pupil is suspended for six (6) or more school days;
 - d. 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;
4. The principal must inform the pupil's teacher(s) of the suspension;
5. The 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 as follows:
 - a. Where the pupil is suspended for one (1) school day, the day the pupil is suspended or, if this is not possible, the pupil must be given an opportunity to catch-up on missed school work as part of the re-entry process.
 - b. Where the pupil has been suspended for two (2) or more school days the principal will ensure that the school work provided to the pupil will be available the day the pupil is suspended or, if this is not possible, the following school day.
 - c. If notice is sent home with the pupil, it is deemed to have been received the same school day. If notice is sent by fax or e-mail, it is deemed to have been received the first school day after it was sent. If notice is sent by mail it will be deemed to have been received on the fifth school day after it was sent.

6. 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 principal will complete and file a Violent Incident Form in the pupil's Ontario Student Record.

Alternative Suspension Program

Where a pupil has been suspended for six (6) or more school days the pupil will be provided with school work for the first five (5) school days **or until the Student Action Plan is implemented** and will be assigned an alternative program for pupils subject to lengthy suspension.

A pupil cannot be compelled to participate in an alternative program for pupils subject to lengthy suspensions. Should the adult pupil or a pupil's parent/guardian choose not to have the pupil participate in the available program, the pupil will continue to 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 adult pupil's designate or the pupil's parent/guardian or designate at regular intervals during the suspension period. Where school work has not been picked up, the school should contact the adult pupil or the pupil's parent/guardian to determine whether the school work will be picked up. The principal should record the follow-up and response.

Agreement or refusal to participate in an alternative program for pupils subject to lengthy suspension may be communicated to the school orally by the adult pupil or the pupil's parent/guardian. Where the adult pupil or pupil's parent/guardian declines the offer to participate in an alternative program for pupils subject to lengthy suspension, the principal shall record the date and time of such refusal.

A Student Action Plan (SAP) will be developed for every pupil subject to a suspension of six (6) or more school days who agrees to participate in an alternative program for pupils subject to lengthy suspension.

Planning Meeting

For pupils subject to a suspension of six (6) or more school days who choose to participate in an alternative program for pupils subject to lengthy suspension, the principal of the school or designate will hold a planning meeting for the purpose of developing the SAP.

- The adult pupil or pupil's parent/guardian and the pupil (where appropriate) as well as any appropriate teaching and support staff will be invited to participate in the planning meeting.
 - Every reasonable effort will be made for the planning meeting to occur within two (2) school days of the adult pupil or the pupil's parent/guardian informing the school that the pupil will participate in an alternative program for pupils subject to lengthy suspension
 - If the adult pupil or the pupil's parent/guardian is 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.
- During the planning meeting the 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 school 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) school 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 of the school with assistance, as appropriate, from the principal of alternative programs, vice-principal of the school, guidance counselor, special education teacher, classroom teacher, CYW and/or social worker.
- The principal will make every effort to complete the SAP within five (5) school days following the adult pupil or the pupil's parent/guardian informing the school that the pupil will participate in an alternative program for pupils subject to lengthy suspension.
 - This timeline will be communicated to the adult pupil and/or the pupil's parent/guardian if they are unable to attend the planning meeting for the purpose of providing input.
 - The 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/guardian and the pupil and all necessary staff to facilitate implementation.
- A copy of the SAP will be stored in an appropriate documentation file until such time as it is no longer conducive to the improvement of instruction of the pupil.
- The SAP will identify:
 1. The incident for which the pupil was suspended;
 2. The progressive discipline steps taken prior to the suspension, if any;
 3. Any alternative discipline measures imposed in addition to the suspension;
 4. Any other disciplinary issues regarding the pupil that have been identified by the school;
 5. Any learning needs or other needs that might have contributed to the underlying infraction resulting in discipline;
 6. Any program(s) or service(s) that might be provided to address those learning or other needs;
 7. 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;
 8. Where the pupil has an IEP, information regarding how the accommodations/modifications of the pupil's academic program will be provided during the period of suspension;
 9. 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; and
 10. The measurable goals the pupil will be striving to achieve during the period of suspension.

Re-Entry

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

Notwithstanding the above, a principal may convene a re-entry meeting as deemed necessary for any length of suspension up to and including five (5) days, with appropriate staff, the pupil, the pupil's parent / guardian if possible, to provide positive and constructive redirection for the pupil.

Implementation Date: September 12, 2001
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References Board Policy and Regulations
Education Act
Police / School Board Protocol