



Student Suspensions

Board Received: June 22, 2015

Review Date: September 2019

Policy Statement:

The Grand Erie District School Board will create a safe, caring and accepting school environment by supporting the use of positive practices, as well as consequences for inappropriate behaviour, including student suspension.

Accountability:

1. Frequency of Reports – Annual
2. Criteria for Success – Enhanced student safety
– Increased opportunity for students to continue their education
– Improved student performance

Procedures:

This document outlines the procedures and process which may result in the suspension of a pupil or the appeal of a suspension. It has been created in accordance with the Education Act, the Education Amendment Act, Progressive Discipline and Safety, 2007 and Regulation 472/07.

A principal’s investigation of an incident should include consultation with the parent/guardian and the pupil involved (or the adult pupil). [As per PPM 141, an adult pupil is a student who is eighteen (18) years of age or older or a sixteen (16) or seventeen (17) year old student who has withdrawn from parental control.] If it is determined 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 will consider whether that pupil should be suspended. Mitigating and other factors must be taken into account.

The principal will also contact the police, consistent with the Police/Board Protocol, if the alleged infraction requires such contact. When in doubt, the principal will consult with his/her Superintendent of Education and/or Superintendent responsible for Safe Schools.

Circumstances in Which a Principal May Consider Suspending a Student:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol or illegal/restricted drugs;
3. Being under the influence of alcohol or other substances;
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, including cyberbullying;
7. Any act considered by the principal to be injurious to the moral tone of the school; or
8. Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community.

The minimum duration of a suspension is **one (1) school day** and the maximum is **20 school days**.

Factors to Consider Before Deciding to Impose a Suspension

Before deciding whether to impose a suspension, or some other form of discipline, a principal will make every effort to consult with the parent/guardian and pupil involved (or adult pupil) to identify whether any mitigating and/or other factors might apply in the circumstances.

Mitigating Factors

The following mitigating factors shall be taken into account:

1. The pupil does not have the ability to control his/her behaviour.
2. The pupil does not have the ability to understand the foreseeable consequences of his/her behaviour.
3. The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person.

If a pupil does not have the ability to control his/her behaviour or does not understand the foreseeable consequences of his/her behaviour, alternative discipline and/or other interventions may be considered by the principal. If the pupil poses an unacceptable risk to the safety of others in the school, the principal will consult with his/her Superintendent of Education or Superintendent responsible for Safe Schools regarding appropriate accommodations and/or strategies that might be instituted to ensure the safety of staff and pupils.

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 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:

1. The pupil's history.
2. Whether a progressive discipline approach has been used with the pupil.
3. Whether the activity for which the pupil may be or is being suspended was related to any harassment of the pupil because of his/her race, ethnic origin, religion, disability, gender or sexual orientation
4. How the suspension would affect the pupil's ongoing education.
5. The age of the pupil.
6. In the case of a pupil for whom an individual education plan has been developed,
 - i. whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan,
 - ii. whether appropriate individualized accommodation has been provided, and
 - iii. whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

Progressive Discipline

The principal shall review the following in the context of progressive discipline:

1. Whether the teacher, principal or designate has utilized early and/or ongoing intervention strategies to prevent unsafe or inappropriate behaviours, such as:
 - contact with the pupil's 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.
2. Whether the principal has used a progressive discipline approach to address inappropriate behaviour for which a suspension could have been imposed, such as:
- meeting(s) with the pupil's parent(s)/guardian(s), pupil, and principal;
 - referral of pupil to a community agency for anger management or substance abuse counselling;
 - 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 may consider whether alternative discipline and/or other intervention is appropriate in the circumstances.

Consultation

Consultation must occur between the Principal and the Superintendent of Education before imposing a suspension of ten (10) days or longer. As well, before imposing suspensions of fifteen (15) days or longer, the Superintendent responsible for Safe Schools must also be consulted. In both circumstances, consultation must be regarding:

1. the investigation undertaken;
2. the circumstances of the incident;
3. whether or not one or more of the factors outlined above are applicable in the circumstances; and
4. the appropriate length of the suspension.

School Work

A pupil who is subject to a suspension of **under six (6) school days** must be provided with school work by school personnel to complete at home while serving the suspension.

In addition to receiving school work for the **first five (5) school days** of suspension, a pupil who is subject to a suspension of **over five (5) school days** must be offered a program through the Grand Erie Safe Schools Team.

Procedural Steps When Imposing a Suspension

Where a principal has determined that it is appropriate in the circumstances to impose a suspension, he/she shall take the following steps:

1. Within 24 hours of the decision, the principal must make all reasonable efforts to inform the parent/guardian (or adult pupil) of the suspension;
2. The principal must inform the pupil's teacher(s) of the suspension;
3. 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;
4. The principal invoking the suspension is responsible for the prompt written notification of the suspension to the parent/guardian (or adult pupil) and the Superintendent of Education;
5. The written notice of suspension will include:
 - a) The reason for suspension;
 - b) The duration of the suspension;
 - c) Information about the Grand Erie Safe Schools Program (GESSP) , where the pupil is suspended for **six (6) or more school days**;
 - d) Information about the right to receive an informal review of the suspension by the Superintendent of Education and the right to appeal the suspension.
6. Every effort should be made to include the school work with the letter of suspension 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 parent/guardian are not available, the letter should be mailed, couriered, faxed or e-mailed to the home address that day and school work should be made available for 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.

Grand Erie Safe Schools Program (GESSP)

Where a pupil has been suspended for **over five (5) school days**, the pupil will be provided with school work for the **first five (5) school days** and will be offered a Safe Schools Program.

A pupil cannot be compelled to participate in this program. Should the parent/guardian (or adult pupil) choose not to have the pupil participate, the pupil will continue to receive school work consistent with the pupil's program, to be completed at home for the duration of the suspension. This school work will be available at the school for pick-up during the suspension period.

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 a Grand Erie Safe Schools Program.

Agreement or refusal to participate in a GESSP may be communicated to the school orally by the parent/guardian (or adult pupil). Where the parent/guardian (or adult pupil) declines the offer to participate, the principal shall record the date and time of such refusal.

Planning Meeting

For pupils subject to a suspension **for over five (5) school days** school days who choose to participate in the GESSP, the principal of the school or designate will hold a planning meeting for the purpose of developing the SAP.

The parent/guardian and the pupil (where appropriate), (or adult pupil), as well as any appropriate teaching and support staff, including members of the Safe Schools Team, will be invited to participate in the planning meeting.

- The Principal will strive to schedule a planning meeting to occur **within three (3) school days** of the parent/guardian (or adult pupil) informing the school that the pupil will participate in a GESSP.
- If the parent/guardian (or adult pupil) is not available to participate in the planning meeting, the meeting will proceed and a copy of the SAP will be provided following the meeting.
- During the planning meeting the principal will review the issues to be addressed in the pupil's SAP.

Student Action Plan (SAP)

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.

1. The SAP will be developed under the direction of the principal with assistance from the Safe Schools Team.
2. The principal will make every effort to complete the SAP **within five (5) school days** of the parent/guardian (or adult pupil) informing the school that the pupil will participate in a GESSP.
3. This timeline will be communicated to the parent/guardian (or adult pupil).
4. Once completed, the SAP will be shared with the parent/guardian and the pupil (or adult 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 disciplinary issues regarding the pupil that have been identified by the school;
 - d) any learning needs or other needs that might have contributed to the underlying infraction resulting in discipline;
 - e) any program(s) or service(s) that might be provided to address those learning or other needs;
 - f) 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;
 - g) 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;
 - h) 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
 - i) 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 school days**, a re-entry meeting will be held to provide positive and constructive redirection for the pupil. Where the pupil has participated in a long-term suspension program, the pupil's success in achieving the goals outlined in the SAP will be reviewed with the parent/guardian and pupil (or adult 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.

Informal Review Process

An informal review by the Superintendent of Education may be requested by one of the designated parties - school principal and the parent/guardian (or adult pupil) - prior to an appeal. If, after consulting the Superintendent of Education, the party wishes to appeal the suspension under section 309 of the *Education Act*, the appellant must provide written notice of intention to appeal to the Director of Education **within ten (10) school days** of the commencement of the suspension.

A request for review does not stay the suspension.

Suspension Appeal Process

1. The Suspension Appeal shall be held in accordance with the *Education Act* and the Board's Suspension Policy and Procedures. All suspension appeals will be received by the Director of Education. Please note that:
 - a) An appeal of a suspension does not stay the suspension.
 - b) A person who intends to appeal a suspension must give written notice of the intention to appeal **within ten (10) school days** of the commencement of the suspension.
 - c) The Board must hear and/or determine the appeal within fifteen (15) school days of receiving the notice of intention to appeal unless the parties - school principal and parent/guardian (or adult pupil) agree to an extension.
2. Appeals of Suspensions will be heard by the Student Discipline Committee sitting as a committee of three (3) Trustees appointed by the Board. One of the appointed Trustees will be elected Chair of the Student Discipline Committee. Appeals will be scheduled by the Director of Education.
3. A suspension may be appealed by a parent/guardian (or adult pupil).
4. The Director of Education will act as Secretary to the Student Discipline Committee to facilitate the Appeal, ensure that a copy of the Principal's Report is forwarded to the Appellant prior to the Appeal and provided to the Student Discipline Committee at the beginning of the Appeal, and to ensure that any documents, reports and/or submissions prepared by the Appellant are provided to the Principal at the earliest opportunity and to the Student Discipline Committee at the beginning of the Appeal.
5. A lawyer or agent may represent the Appellant. Prior notice of a lawyer's or an agent's attendance at the Appeal must be provided to the Superintendent responsible for Safe Schools. If prior notice is not provided, the Suspension Appeal may be rescheduled by the Student Discipline Committee.
6. The Student Discipline Committee and/or the Principal may exercise the right to legal counsel.
7. The Principal will prepare a report summarizing the incident, the evidence relied upon and the rationale for discipline, including the pupil's disciplinary and academic history, any progressive discipline strategies that have been used and any mitigating and other factors that may be applicable.

8. When making its determination the Student Discipline Committee shall consider:
 - a) the Principal's Report and submissions;
 - b) the submissions and any other information provided by the Appellant; and
 - c) the analysis and application of the mitigating and other factors, which may or may not be applicable in the circumstances.
9. The Student Discipline Committee may give such directions or make such orders at a Suspension 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 or direction, the Committee or a member may call for the removal of that person from the hearing.
10. The Student Discipline Committee will wait for thirty (30) minutes after the time communicated for the commencement of the Suspension Appeal. If the Appellant(s) or their representative have not yet attended and notice that they may be late has not been provided, the Student Discipline Committee may proceed to hear the Appeal or dismiss the Appeal in their absence.
11. The Director of Education will invite the parties into the Student Discipline Committee meeting room and will introduce the parties to the Student Discipline Committee.
12. The Chair of the Student Discipline Committee and will introduce the committee and indicate:
 - a) that they have been appointed by the Board to hear the matter;
 - b) that they are not connected as Trustees to the school in question;
 - c) that they have had no prior involvement with the matter that has come before them;
 - d) that this matter will be heard *In Camera* (in private); and
 - e) that the decision of the Discipline Committee is final.
13. The Chair of the Student Discipline Committee will call the Suspension Appeal meeting to order.
14. The Chair of the Student Discipline Committee will outline:
 - a) the process to be followed during a Suspension Appeal;
 - b) the matter on appeal before the Student Discipline Committee, including the Suspension that was imposed and the infraction for which the pupil was suspended.
15. The Director of Education will distribute copies of the Principal's Report and any documents submitted by or to be submitted by the Appellant to the Student Discipline Committee. The Student Discipline Committee may choose to have a brief recess in order to read the reports and documents.
16. The Appellant will be invited to make an oral presentation.
 - a) Trustees may ask questions of clarification through the Chair.
 - b) The Administration may ask questions of clarification through the Chair.
17. The Administration will be invited to make a presentation.
 - a) Either the Principal, the Superintendent of Education, or Superintendent responsible for Safe Schools will review the Report provided to the Student Discipline Committee and the Appellant, and provide any response to the Appellant's presentation.
 - b) Trustees may ask questions of clarification through the Chair.
 - c) The Appellant may ask questions of clarification through the Chair.
18. The Appellant will be invited to respond to the Administration's presentation, but only with respect to issues the Appellant has not previously addressed.

19. At the conclusion of both presentations, the Appellant and the Administration will be invited to make summary statements but may not introduce new issues. The Student Discipline Committee may choose to have a brief recess prior to hearing the summary statements.
20. Trustees may ask final questions of clarification.
21. The Chair of the Student Discipline Committee will explain that:
 - a) all persons, except the Student Discipline Committee and the Secretary of the Board, will be asked to leave the room while the Student Discipline Committee deliberates and makes its decision;
 - b) The Student Discipline Committee will consider, based on the written and/or oral submissions of both parties, whether the decision to discipline and the discipline imposed was reasonable in the circumstances, and shall determine:
 - i) the Suspension was justified and should be upheld; or
 - ii) the Suspension was justified but that the number of days imposed was too many, in which case the Student Discipline Committee may reduce the length of the Suspension and amend the record of suspension accordingly; or
 - iii) the Suspension was justified, but that the record of Suspension be removed after a period of time if there are no further incidents requiring discipline; or
 - iv) the Suspension was not justified, in which case the record of Suspension will be expunged, and the pupil will be permitted to return to school, if the Suspension remains outstanding.
 - c) At the conclusion of the hearing, the Chair of the Student Discipline Committee calls back all the participants of the hearing and delivers the decision.
22. The Director of Education will inform the appellant, in writing, of the decision of the Student Discipline Committee.

**GRAND ERIE DISTRICT SCHOOL BOARD
NOTICE OF SUSPENSION OF A PUPIL
•• One to Five Days ••**

A. STUDENT INFORMATION

NAME:	D.O.B.: (yr/mo/day)	CURRENT AGE:
ADDRESS: (Street/Town/Postal Code/ Lot/ Con.)	TELEPHONE:	SCHOOL:
PARENT/GUARDIAN: (Mr./ Mrs./ Ms./ Miss/ Mr. & Mrs.)	GRADE:	Exceptional Pupil: [] No [] Yes Exceptionality:

B. REASON FOR SUSPENSION

Please be advised that this suspension is made in accordance with Section 306 of the *Education Act*. This letter is to inform you that *[student's name]* has been suspended from *[name of school]* for the following reason:

<input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person; <input type="checkbox"/> Possessing alcohol or illegal/restricted drugs; <input type="checkbox"/> Being under the influence of alcohol or other substances; <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority; <input type="checkbox"/> 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; <input type="checkbox"/> Bullying, including cyberbullying; <input type="checkbox"/> Any act considered by the principal to be injurious to the moral tone of the school; or <input type="checkbox"/> Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community.

Additional Information:

This suspension is for a violent act as defined in the Ontario Policy/Program Memorandum No. 120.

C. SPECIFICS OF SUSPENSION

Date of Suspension:	Term of Suspension:
Length of Suspension: Days	Number of Suspensions: (Current school year including this suspension)

[Student's name] has been suspended from *[name of school]* and from engaging in all school related activities. This suspension applies to all school buildings, grounds, school buses and school functions and trips. *[Student's name]* may return to school on *[date of return]*. School work is available from the school during the suspension.

REVIEW OF SUSPENSION

Should you wish to discuss this matter, please contact me at the school. If you wish to consult with the superintendent of Education regarding this suspension, please contact **(Name), Superintendent of Education, (Telephone, Ext.)**. If after consulting the superintendent of Education, you wish to appeal the suspension under section 309 of the *Education Act* and Board Policy SO6, you are required to provide written notice of your intention to appeal to the Director of Education, 349 Erie Avenue, Brantford N3T 5V1 (519-756-6301 or 888-548-8878) within 10 school days of the commencement of the suspension. Please be advised that an appeal of the suspension does not stay the suspension.

Sincerely,

Principal's Signature

revised 2011 09 01

**GRAND ERIE DISTRICT SCHOOL BOARD
NOTICE OF SUSPENSION OF A PUPIL
•• Six to Ten Days ••**

A. STUDENT INFORMATION

NAME:	D.O.B.: (yr/mo/day)	CURRENT AGE:
ADDRESS: (Street/Town/Postal Code/ Lot/ Con.)	TELEPHONE:	SCHOOL:
PARENT/GUARDIAN: (Mr./ Mrs./ Ms./ Miss/ Mr. & Mrs.)	GRADE:	Exceptional Pupil: [] No [] Yes Exceptionality:

B. REASON FOR SUSPENSION

Please be advised that this suspension is made in accordance with Section 306 of the *Education Act*. This letter is to inform you that *[student's name]* has been suspended from *[name of school]* for the following reason:

<input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person; <input type="checkbox"/> Possessing alcohol or illegal/restricted drugs; <input type="checkbox"/> Being under the influence of alcohol or other substances; <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority; <input type="checkbox"/> 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; <input type="checkbox"/> Bullying, including cyberbullying; <input type="checkbox"/> Any act considered by the principal to be injurious to the moral tone of the school; or <input type="checkbox"/> Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community
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Additional Information:

This suspension is for a violent act as defined in the Ontario Policy/Program Memorandum No. 120.

C. SPECIFICS OF SUSPENSION

Date of Suspension:	Term of Suspension:
Length of Suspension: Days	Number of Suspensions: (Current school year including this suspension)

[Student's name] has been suspended from *[name of school]* and from engaging in all school related activities. This suspension applies to all school buildings, grounds, school buses and school functions and trips. *[Student's name]* may return to school on *[date of return]*. Information regarding the Grand Erie Safe Schools Program is available from the school principal. We encourage students to make use of this opportunity to continue their education during the suspension period.

REVIEW OF SUSPENSION

Should you wish to discuss this matter, please contact me at the school. If you wish to consult with the superintendent of Education regarding this suspension, please contact **(Name) Superintendent of Education, (Telephone, Ext.)**. If after consulting the superintendent of Education, you wish to appeal the suspension under section 309 of the *Education Act* and Board Policy SO6, you are required to provide written notice of your intention to appeal the Director of Education, 349 Erie Avenue, Brantford N3T 5V1, (519-756-6301 or 888-548-8878) within 10 school days of the commencement of the suspension. Please be advised that an appeal of the suspension does not stay the suspension.

Sincerely,

Principal's Signature

revised 2011 09 01

**GRAND ERIE DISTRICT SCHOOL BOARD
NOTICE OF SUSPENSION OF A PUPIL
•• Eleven to Twenty Days ••**

A. STUDENT INFORMATION

NAME:	D.O.B.: (yr/mo/day)	CURRENT AGE:
ADDRESS: (Street/Town/Postal Code/ Lot/ Con.)	TELEPHONE:	SCHOOL:
PARENT/GUARDIAN: (Mr./ Mrs./ Ms./ Miss/ Mr. & Mrs.)	GRADE:	Exceptional Pupil: [] No [] Yes Exceptionality:

B. REASON FOR SUSPENSION

Please be advised that this suspension is made in accordance with Section 310 of the *Education Act*. This letter is to inform you that *[student's name]* has been suspended from *[name of school]* for the following reason:

<input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person; <input type="checkbox"/> Possessing alcohol or illegal/restricted drugs; <input type="checkbox"/> Being under the influence of alcohol or other substances; <input type="checkbox"/> Swearing at a teacher or at another person in a position of authority; <input type="checkbox"/> 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; <input type="checkbox"/> Bullying; including cyberbullying; <input type="checkbox"/> Any act considered by the principal to be injurious to the moral tone of the school; or <input type="checkbox"/> Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community
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Additional Information:

This suspension is for a violent act as defined in the Ontario Policy/Program Memorandum No. 120.

C. SPECIFICS OF SUSPENSION

Date of Suspension:	Term of Suspension:
Length of Suspension: Days	Number of Suspensions: (Current school year including this suspension)

[Student's name] has been suspended from *[name of school]* and from engaging in all school related activities. This suspension applies to all school buildings, grounds, school buses and school functions and trips. *[Student's name]* may return to school on *[date of return]*. Information regarding the Grand Erie Safe Schools Program is available from the school principal. We encourage students to make use of this opportunity to continue their education during the suspension period.

REVIEW OF SUSPENSION

Should you wish to discuss this matter, please contact me at the school. If you wish to consult with the superintendent of Education regarding this suspension, please contact **(Name), Superintendent of Education, (Telephone, Ext.)**. If after consulting the superintendent of Education, you wish to appeal the suspension under section 309 of the *Education Act* and Board Policy SO6, you are required to provide written notice of your intention to appeal to the Director of Education, 349 Erie Avenue, Brantford N3T 5V1, (519-756-6301 or 888-548-8878) within 10 school days of the commencement of the suspension. Please be advised that an appeal of the suspension does not stay the suspension.

Sincerely,

Principal's Signature

revised 2011 09 01