

1. Purpose

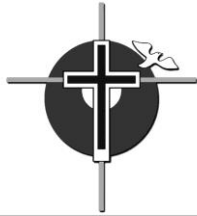
The mission of the Catholic District School Board of Eastern Ontario is to provide all students with a Catholic education that provides them with the knowledge, skills, and values to live meaningful and faith-filled lives. To that end, the Board is committed to making each of its schools a safe and caring environment in which students may maximize their potential. The Board recognizes that when using a progressive discipline approach, there will be times when suspension or even expulsion may be deemed to be the most suitable response.

The Catholic District School Board of Eastern Ontario supports the use of suspension and expulsion in accordance with the progressive discipline measures and processes outlined in, the Education Act (Progressive Discipline and School Safety 2007) and its Regulations. The Board offers a Suspension Appeal process and an Expulsion Hearing procedure for careful consideration of matters under dispute or leading to a possible expulsion.

2. Administrative Procedure

1) The following definitions will be used:

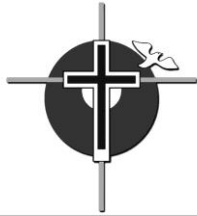
- a. **Suspension** is the withdrawal of a pupil from a specific school and from engaging in school-related activities. Suspensions will be for no less than one day and no more than 20. A **short term suspension** is from 1 to 5 days and a **long term suspension** is from 6 to 20 days.
- b. **Authority to suspend** - A principal has the authority to suspend a pupil for up to twenty school days in accordance with Board policy and provincial legislation. An appropriate Supervisory Officer may act in place of the principal during a visit to the school in accordance with Regulation 298, section 26 (1). A vice-principal shall perform such duties as are assigned to the vice-principal by the principal, and in the absence of the principal, a vice-principal, where a vice-principal has been appointed for the school, shall be in charge of the school and shall perform the duties of the principal.
- c. **Expulsion** is the withdrawal of a pupil from his or her school or from all schools in the Board.
- d. **Appeal** is the legislated right of a person to have a decision reviewed by another person in authority or a committee formed for such a purpose. The appeal of a suspension or an expulsion does not affect the implementation of the suspension which the student must serve.



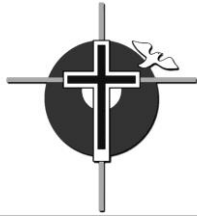
- 2) The Catholic District School Board of Eastern Ontario is dedicated to the development of each student as a moral, faithful person created in the image of God. The Board, therefore, seeks to maximize the learning of each student and the safety of the entire Catholic school community.
- 3) It is the Board's intent that suspension (and possible expulsion) be an integral part of a progressive discipline model built on Gospel values of compassion, forgiveness, and the restoration of justice.
- 4) It is the Board's intent that a suspension not only act as a deterrent by sending a strong signal to the student that certain types of behaviour are unacceptable, but that it provide an opportunity for the student to think about their actions and hopefully encourage the pupil and the pupil's family to seek assistance if needed.
- 5) The Board shall ensure procedures are in place to uphold a fair and measured disciplinary process based on a **progressive discipline** model.

3. Guidelines – Section 306.(1)

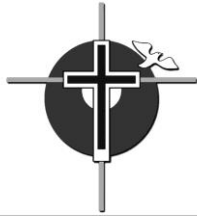
- 1) Under section 306.(1) of the Education Act, a principal **shall consider** whether to suspend a pupil if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in circumstances where engaging in the activity will have an impact on the school climate:
 - 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 or the property located on the premises of the pupil's school
 - f. bullying
 - g. any other activity that is an activity for which a principal may suspend a pupil under board policy. These may include but are not limited to:
 - persistent opposition to authority
 - habitual neglect of duty



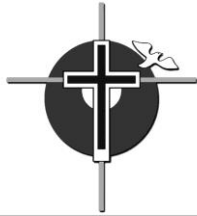
- willful destruction of school property
 - use of profane or improper language
 - use of tobacco
 - theft
 - physical assault
 - being under the influence of illegal drugs
 - sexual/racial harassment
 - fighting
 - extortion
 - distribution of hate material
 - inappropriate use of electronic media or communication
 - devices (i.e., recording, filming and transmitting)
 - conduct injurious to the moral tone of the school or to the
 - physical / mental well being of others or flagrantly opposed
 - to the aims of Catholic education
- 2) Principals and school staff will ensure that progressive discipline and intervention strategies have been in place to redirect student behaviour in a positive manner. These may include:
- oral reminders
 - review of expectations
 - written work assignments that have a learning component
 - volunteer services in the school community
 - conflict mediation and resolution
 - peer mentoring
 - referral to counseling and/or community agency
 - detentions
 - withdrawal of privileges
 - withdrawal from class
 - restitution
 - restorative practices etc.
- 3) When such a violation of Section 306 occurs, the principal will conduct an investigation in accordance with the legislated requirements outlined in the Safe Schools Resource and Administration Manual.
- 4) The principal will consult with the appropriate Superintendent of Schools about a long term suspension of 6 or more days.



- 5) In looking at a possible suspension and its length, a principal will consider mitigating factors such as:
- whether the student has the ability to control his or her behaviour
 - whether the student 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 or well being of any person
- 6) Other factors that will be considered are:
- the pupil's academic, discipline and personal history
 - whether progressive discipline has been attempted with the pupil, and if so the approaches that have been attempted and any success or failure.
 - whether the activity for which the pupil may be or will be suspended or expelled was related to any harassment of race, ethnic 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
 - i. whether the behaviour causing the incident was a manifestation of the pupil's disability
 - ii. whether appropriate individualized accommodation has been provided
 - iii. 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
 - iv. whether or not the pupil's continuing presence at the school creates an unacceptable risk to the safety and well being of anyone in the school
- 7) If a principal decides to suspend under Section 306.(1), the principal shall suspend the student from his or her school and from engaging in all school-related activities for no less than one school day and no more than 20 days. In determining the length of the suspension, the principal shall consider all relevant and mitigating factors.
- 8) Within 24 hours of the decision to suspend, the principal will inform the pupil's teacher of the decision and will make all reasonable efforts to inform the pupil's parent/guardian unless the pupil is at least 18 years old or the pupil is 16 or 17 years old and has withdrawn from parental control.



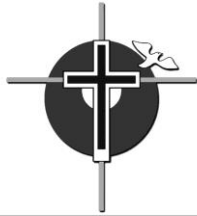
- 9) Written notice of the suspension shall be given promptly to the pupil, the pupil's parent/guardian (unless the pupil is 18 years old or is 16 or 17 and withdrawn from parental control) and the Superintendent of Education. The written notice will include:
- the reason for the suspension;
 - the duration of the suspension;
 - information about the assigned program for suspended students where the pupil is suspended for six or more school days; *and*
 - information about the right to appeal the suspension, including the relevant guidelines and contact information for the appropriate Superintendent.
The Board shall designate a supervisory officer for the purposes of receiving notices of intention to appeal a suspension or expulsion.
- 10) A pupil who is subject to a suspension of 5 or fewer school days will be provided with school work to complete at home while serving the suspension.
- 11) A pupil who is subject to a suspension of 6 or more days will be assigned an alternative program for suspended pupils. The Board will actively encourage suspended students to participate in the program, but recognize they cannot compel students to do so.
- 12) A Student Action Plan (SAP) will be developed for every student on a long-term suspension who makes a commitment to attend the program. The program and the SAP for a student on a long term suspension of 6 – 10 days will include an academic component to help the pupil continue his or her education. The SAP for a student on a long-term suspension of 11 – 20 days will include both an academic and a non-academic component.
- 13) A planning meeting will be held with school and Board personnel, the pupil and where possible the pupil's parent(s)/guardian(s), and the teacher(s) to:
- identify the needs of the student
 - identify the student's risk and protective factors
 - identify the support the pupil may need to continue his or her learning
 - establish the objectives of the SAP
- 14) For suspension of longer than 6 or more school days, the principal will hold a re-entry meeting with the school and Board staff, the student, and where possible, the student's parent(s)/guardian(s) before the student returns to school. The purpose of the meeting will be to facilitate the student's transition back to school by identifying and providing for any additional or academic or non-academic support that the student may require upon returning to school.



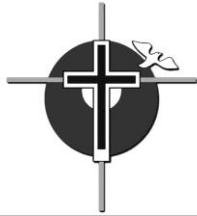
- 15) Any person who has given notice to appeal a suspension may contact the designated supervisory officer to discuss matters related to the suspension.
- 16) A parent/guardian or student over the age of 18 or a student who is 16 or 17 and has withdrawn from parental control may appeal a suspension by writing to the Director of Education within 10 school days of the commencement of the suspension.
- 17) The Board, upon receipt of an Appeal, will establish an Appeal Committee. The Appeal Committee will consist of at least three trustees who have no prior involvement in the matter under appeal.
- 18) The designated supervisory officer will provide parties with information (eg. procedural requirements, order of presentation, who may attend and timelines for rendering a decision) about the appeal process as outlined in the Safe Schools Resource and Administration Manual.
- 19) The Appeal Committee may:
 - a. confirm the suspension and the duration of the suspension
 - b. confirm the suspension, but shorten its duration, even if the suspension that is under appeal has already been served, and order that the record of the suspension be amended accordingly
 - c. withdraw the suspension and order the record of the suspension be removed, even if the suspension under appeal has already been served.
- 20) The decision of the Appeal Committee will be the decision of the Board and will be final.

4. Administrative Procedures – Section 310.(1)

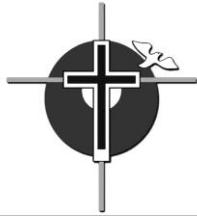
- 1) Under section 310.(1) of the Education Amendment Act, a principal must suspend a pupil (pending an investigation and possible expulsion) if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in circumstances where engaging in the activity will have an impact on the school climate:
 - a. possessing a weapon, including a firearm
 - b. using a weapon to cause or threaten to cause bodily harm to another person
 - c. committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
 - d. committing sexual assault



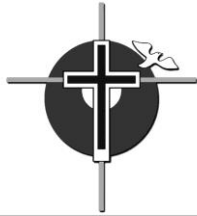
- e. trafficking in weapons or illegal drugs
 - f. committing robbery
 - g. giving alcohol to a minor
 - h. any activity that under board policy is an activity for which a principal must suspend a student. This includes serious or repeated misconduct, conduct injurious to the moral tone of the school or to the physical and mental well being of others or is in flagrant violation of the aims of Catholic education and the teachings of the Church.
- 2) Students may be suspended for up to 20 school days. In considering the length of the suspension, the principal shall take into account any mitigating and other relevant factors as designated by the regulations. (*See Guidelines section 3, subsection 5 and 6*)
 - 3) The principal will consult with the appropriate Superintendent of Schools about a long-term suspension of 6 days or more.
 - 4) When a principal suspends a pupil under this section, he or she shall assign the pupil to a program for suspended students.
 - 5) Within 24 hours of the decision to suspend, the principal will inform the pupil's teacher of the decision and will make all reasonable efforts to inform the pupil's parent/guardian unless the pupil is at least 18 years old or the pupil is 16 or 17 years old and has withdrawn from parental control.
 - 6) Written notice of the suspension shall be given promptly to the pupil, the pupil's parent/guardian (unless the pupil is 18 years old or is 16 or 17 and withdrawn from parental control) and the Superintendent of Education. The written notice will include:
 - the reason for the suspension
 - the duration of the suspension
 - information about the assigned program for suspended students to which the pupil is assigned
 - information about the investigation the principal will launch to determine whether to recommend that the pupil be expelled
 - a statement indicating there is no immediate right to appeal, but if the principal does recommend expulsion following the investigation, the suspension can be appealed then or if expulsion is recommended the suspension may be addressed at the expulsion hearing



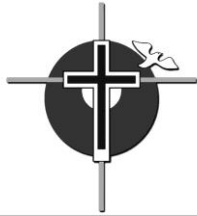
- 7) When an infraction occurs under Section 310, the principal will immediately launch an investigation in accordance with the legislated requirements outlined in the Boards' Safe Schools Resource and Administration Manual.
- 8) As part of the investigation, the principal shall make every effort to speak to the following persons:
 - a. the pupil
 - b. the pupil's parent or guardian unless the pupil is at least 18 years old or is 16 or 17 and has withdrawn from parental control
 - c. any other person whom the principal has reason to believe may have relevant information
- 9) In considering whether to recommend to the Board that the pupil be expelled, the principal will take into account any mitigating and relevant factors as designated by regulation and will consult with the appropriate Superintendent.
- 10) If on concluding the investigation, the principal decides not to recommend to the Board that the pupil be expelled, the principal shall:
 - confirm the suspension and the duration of the suspension
 - confirm the suspension but shorten its duration (even if it's been served) and amend the record of the suspension accordingly
 - withdraw the suspension and remove any record of it (even if already served)
- 11) The principal shall ensure that written notice is given promptly to every person to whom he or she was required to give notice of the suspension. The notice shall contain:
 - a. A statement that the pupil will not be subject to an expulsion hearing
 - b. A statement as to whether the principal has confirmed the suspension and its duration, shortened the suspension, but reduced its duration or withdrawn the suspension
 - c. If the suspension was not withdrawn, information about the right to appeal the suspension as well as a copy of the board guidelines governing the appeal and the name and the contact information of the supervisory officer to whom notice of the appeal was given.
- 12) If the Superintendent and principal decide to consider to recommend an expulsion, an expulsion meeting will take place with the Superintendent, student and where possible, a parent or guardian. The principal shall prepare a report that contains the following:
 - a. A summary of the principal's findings
 - b. The principal's recommendation as to whether the pupil should be expelled from his or her school only or from all schools of the Board.



- c. The principal's recommendation as to:
- the type of school that might benefit the pupil if the pupil is expelled from his or her school only
 - the type of program for expelled pupils that might benefit the pupil if the pupil is expelled from all schools in the board
- 13) A copy of the report shall be given promptly to the Board and to every person whom the principal was required to give notice of suspension. A person entitled to the principal's report may respond in writing to the principal and the Board.
- 14) Written notice shall be given by the Superintendent to every person whom the principal was required to give notice of suspension and will provide the following information:
- details about the reason for recommending expulsion to the Board
 - a statement that the pupil will be subject to an expulsion hearing for the activity that resulted in the suspension
 - a copy of Board guidelines regarding the expulsion hearing as well as detailed information about the procedures and possible outcomes of the expulsion hearing
 - a statement that the person has the right to respond in writing to the principal's report
- 15) The Board, upon receipt of a recommendation for possible expulsion, will establish an Expulsion Committee. The Expulsion Committee will consist of at least three trustees who have had no prior involvement in the matter under appeal.
- 16) The Expulsion Committee may decide to:
- a. not expel the student, but confirm the twenty day suspension, shorten its duration or withdraw it;
 - b. expel the student from his/her school and assign the student to another school; or
 - c. expel the student from all schools of the Board and assign the student to a program for expelled pupils.
- 17) In deciding which action to take the Board shall consider any submissions made by designated parties, as well as any mitigating or other factors prescribed by the regulations.
- 18) The Board shall **not expel** a student if more than 20 school days have expired since the pupil was suspended.



- 19) If the Board does not expel the pupil, the decision of the Board is final. Notice will be given indicating that the pupil is not expelled and a statement will indicate:
 - whether the Board has confirmed the suspension and its duration
 - confirmed the suspension, but reduced its duration
 - withdrawn the suspension.
- 20) If the Board decides to expel the pupil, it shall assign the student to another school in the board or to a program for expelled students.
- 21) Written notice of the expulsion will be given promptly to all parties to the expulsion hearing and to the pupil if the pupil was not a party to the expulsion hearing. The notice shall contain:
 - the reason for the expulsion
 - statement as to whether the pupil is expelled from only his or her school or all schools of the board
 - information about the school or program for expelled students to which the pupil is assigned
 - information about the right to appeal to a designated tribunal as outlined in Bill 212 Child and Family Services Review Board.
- 22) Once a pupil or their parent/guardian has indicated verbally or in writing that the student is committed to attending the program, a planning meeting will be held to determine the specific academic and non-academic program requirements. A Student Action Plan (SAP) will be developed outlining goals, objectives and learning expectations including provision for a review of the student's progress with regards to his or her SAP.
- 23) A re-entry plan and meeting will be set up to assist with the student's transition back to school and integration in the school. The plan will contain the following elements:
 - description of the re-entry process for successful transition back to school
 - identification of the types of support in both the academic and non-academic components that are needed to sustain student learning.
- 24) An expelled student will continue to be a pupil of the Board if the student attends a program for expelled students offered by the Board or offered by another board with whom the Catholic District School Board of Eastern Ontario has an agreement.
- 25) An expelled student ceases to be a pupil of the Board if the pupil is assigned to a program for expelled students and does not attend the program or registers with another board.



- 26) A pupil who has been expelled from all schools of the Board will be entitled to be readmitted to a school of the board once the pupil has successfully completed a program for expelled students or satisfied the objectives required for the successful completion of a program for expelled pupils. The determination of whether an expelled student has met these objectives will be made by a person who provides a program for expelled pupils.
- 27) Once they have fulfilled the necessary requirements, an expelled student may apply in writing and shall be readmitted.
- 28) The Board will continue to collect data on suspensions and expulsions and report on it to the ministry. The Board will conduct a cyclical review of their program for suspended and expelled students using performance indicators for reviewing and evaluating the effectiveness of the programs.