



ADMINISTRATIVE PROCEDURES MEMORANDUM

APC020 SUSPENSION APPEALS

DATE OF ISSUE: September 4, 2001
Revised: February 26, 2002, September 3, 2002; October 30, 2003, January 25, 2008

MEMO TO: Principals, Vice-Principals, Planning & Priorities

FROM: Director of Education

PURPOSE

The provincial *Code of Conduct* is designed to promote safety and foster the principles of respect and responsible citizenship in Ontario schools.

The policy memo clarifies Waterloo Catholic District School Board policies and procedures on suspension appeals as mandated by the Education Amendment Act (Progressive Discipline and School Safety) 2007, with particular reference to the following:

- Suspensions
- Mitigating circumstances
- Composition, powers and duties of the appeal committee
- Appeal procedure
- Programs, services, and courses for suspended students
- Information collection and disclosure
- Infractions and consequences

REFERENCES

Sharing Our Journey
The Education Act and Regulations; Regulations 37/01(2), 106/01
Policy and Procedure Memorandum 141
Waterloo Region Police Services Protocol (APC013)

COMMENTS AND GUIDELINES

A) SUSPENSIONS WHICH MAY LEAD TO EXPULSION

A student who commits an infraction which under Section 310 of the Education Act, or board policy may lead to expulsion is suspended for twenty (20) school days. Such suspensions initiate the term of an expulsion and are dealt with through the appeal to expulsion or expulsion hearing process (APC 021).

Activities leading to Suspension Under Section 310

- possessing a weapon, including 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, illegal drugs or prohibited substances
- committing robbery
- giving alcohol to a minor
- possession of illegal drugs or prohibited substances (third offence)
- physical assault not requiring treatment by a medical practitioner (third offence)
- threatening (third offence)
- willful destruction of school property (third offence).

Activities leading to possible Suspension Under Section 306

- being under the influence of alcohol, illegal drugs, prohibited or hazardous substances
- possession of alcohol or illegal drugs
- possession of illegal drugs or prohibited substances (second offence)
- physical assault not requiring treatment by a medical practitioner (second offence)
- harassing a student or staff member (sexual, racial or ethnocultural)
- swearing at school staff
- Uttering a threat to inflict serious bodily harm on another person
- willful destruction of school property (second offence)
- habitual neglect of duty (third offence - secondary only).
- bullying

B) FACTORS AFFECTING THE DURATION OF A SUSPENSION

In order to determine the duration of a suspension beyond one day, the principal and appeal committee of the board shall consider the pupil's history and such other factors as may be prescribed by regulation and board policy guidelines, and may consider such other matters as he/she/they consider appropriate.

C) MITIGATING CIRCUMSTANCES AFFECTING THE SUSPENSION OF A STUDENT

For the purposes of mandatory suspension, the following in accordance with *Regulation 106/01* shall be considered mitigating circumstances in the Waterloo Catholic District School Board:

A student who has committed an offence which, under normal circumstances would indicate a mandatory suspension, would be considered to have "mitigating circumstances" if;

- a) the pupil does not have the ability to control his or her behaviour;
- b) the pupil does not have the ability to understand the foreseeable consequences of his or her behaviour; or

- c) the pupil's continuing presence in the school does not create an unacceptable risk to the safety or well being of any member of the school community.

The appeal committee under Board Policy II 007 is required to consult with appropriate board support staff when assessing the existence of mitigating circumstances. Students who are deemed to have a mitigating circumstance may still be suspended.

D) COMPOSITION, POWER AND DUTIES OF THE APPEAL COMMITTEE

The composition, powers, and duties of the members of the "Appeal to Suspension" committee are determined by Board Policy, II 007. The membership consists of three (3) trustees and an alternate appointed by the Chair of the Board. The committee members are fully authorized to act on behalf of the board for all suspension appeals.

An appeal of a suspension does not stay the suspension. If an appeal is heard during or after the completion of the suspension, the appeal committee has the power to confirm, modify, or remove the record of suspension.

E) APPEAL PROCEDURE

i) Initiation of the Appeal

An adult student or the parent/guardian of a student under age 18, or a pupil if he/she is 16 or 17 years of age and has withdrawn from parental control may appeal a suspension to the board. A representative from Family and Children's Services functioning as a guardian of a crown ward may also initiate an appeal. Appeals must be received in written form by the Director's office within ten (10) school days of the commencement of the suspension.

ii) Appeal Procedure

The director will notify the chair of the committee of the request for an appeal within two (2) school days of receipt of the request for an appeal hearing. The chair of the appeal committee will inform the Director of the date for the hearing of the appeal.

When the Director of Education has received the date of the appeal hearing from the chair of the appeal committee, the following procedure will be followed:

1. The Director shall serve notice of the hearing (see Appendix B) by regular mail to every person entitled to appeal the suspension as well as the school principal, and the school supervisory officer.
2. The notice of the appeal hearing shall include:
 - a) a statement of the time, place and purpose of the hearing;
 - b) a reference to the statutory authority under which the hearing will be held;
 - and
 - c) a statement that if the party requesting the hearing does not attend at the hearing, the committee may proceed in his/her absence and s/he will not be entitled to any further notice in the proceedings.

3. The decision of the committee will be communicated in writing to the appellant(s), the school principal and the school superintendent no later than seven (7) school days following the appeal hearing.
4. The board shall:
 - a) confirm the suspension and its duration;
 - b) confirm the suspension but shorten its duration, even if the suspension under appeal has already been served, and order that the record of the suspension be amended accordingly;
or
 - c) quash the suspension and order that the record of the suspension be expunged, even if the suspension has already been served.
5. The decision of this committee is final.

F) PROGRAMS, SERVICES, COURSES FOR SUSPENDED STUDENTS

- It is an expectation that students serving a suspension of five (5) days or less be provided with a homework package by the school to ensure they do not fall behind in their school work.
- The Student Action Plan (SAP) (Appendix E) must include an academic component to support the student if the suspension is between 6 and 10 days as well as appropriate support for a student with an IEP. For suspensions between 11-20 days, a non-academic component must be part of the Student Action Plan and suspension program. This non-academic component will assist students in developing positive attitudes and behaviour.
- It is imperative that a collaborative process is used in developing the Student Action Plan. This process will involve the student, the parent/guardian (as appropriate), members of the Student Success Team at the school and additional board support personnel who are familiar with the student as well as opportunities for support from community agencies. Other individuals may be invited to participate as needed.
- While the program for long-term suspended students will be offered at an off-site location, it is expected that staff from the home school will remain connected to the student so that the re-integration process will be successful.

G) INFORMATION COLLECTION AND DISCLOSURE REGARDING SUSPENDED STUDENTS

Section 315 of the Act gives regulatory authority to District School Boards re: collection and disclosure of information re: suspended students, for the purposes of administering programs, courses, services to suspended students and to ensure the safety of students.

REVIEW PROCESS

This Administrative Procedures Memorandum will be reviewed every three years unless otherwise required by legislative changes.

APPENDIX A

SUMMARY OF OFFENCES & CONSEQUENCES

INCIDENT	FIRST OFFENCE	SECOND OFFENCE (within 5 years)	THIRD OFFENCE (within 5 years)
ALCOHOL ILLEGAL DRUGS AND PROHIBITED SUBSTANCES			
Under the influence (alcohol, illegal drugs, prohibited or hazardous substance) =Suspension Consideration	<ul style="list-style-type: none"> • 1 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 5 to 20 day suspension • police will be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings shall be considered • police will be involved
Possession of Alcohol = Suspension Consideration	<ul style="list-style-type: none"> • 1 to 20 day suspension • police will be involved 	<ul style="list-style-type: none"> • 5 to 20 day suspension • police will be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings shall be considered • police will be involved
Possession of Illegal Drugs and prohibited substances =Suspension Consideration	<ul style="list-style-type: none"> • 10 to 20 day suspension • police will be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings may be initiated • police will be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings shall be considered • police will be involved
Supplying Alcohol = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
Trafficking in Illegal Drugs and prohibited substances = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
ASSAULT			
Physical Assault On Another Person Not Requiring Treatment by Medical Practitioner = Suspension Consideration	<ul style="list-style-type: none"> • 1 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 5 to 20 day suspension • police may be involved • expulsion proceedings shall be considered 	<ul style="list-style-type: none"> • 20 day suspension • police will be involved • expulsion proceedings shall be considered
Committing Sexual Assault = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
Physical Assault On Another Person Requiring Treatment by Medical Practitioner =Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
Physical Assault on a Teacher or other person in a position of authority not requiring treatment by a Medical Practitioner = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
HARASSMENT/BULLYING			
Bullying and/or Sexual, Racial or Ethnocultural Harassment = Suspension Consideration	<ul style="list-style-type: none"> • 1 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 5 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings shall be considered • police may be involved
PROFANE OR IMPROPER LANGUAGE			
Profane or Improper Language = Suspension Consideration for Swearing at a Teacher or Person In Authority (All School Staff)	<ul style="list-style-type: none"> • use of early intervention strategies such as parent contact, detention, review of expectations, written apology • suspension up to 5 days 	<ul style="list-style-type: none"> • use of ongoing intervention strategies such as parent meeting, referral to counselling, conflict mediation • 5 to 10 day suspension 	<ul style="list-style-type: none"> • 5 to 20 day suspension • expulsion proceedings shall be considered.

INCIDENT	FIRST OFFENCE	SECOND OFFENCE (within 5years)	THIRD OFFENCE (within 5 years)
VERBAL ABUSE			
Verbal Abuse = Suspension Consideration	<ul style="list-style-type: none"> • Use of early intervention strategies • suspension up to 5 days 	<ul style="list-style-type: none"> • Use of ongoing intervention strategies • suspension up to 10 days 	<ul style="list-style-type: none"> • suspension up to 10 days
DISSEMINATION/PUBLICATION OF MATERIAL			
Dissemination/Publication of material (electronic or otherwise) impacting the mental well being of students or staff of the school or Board = Suspension Consideration	<ul style="list-style-type: none"> • 1 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 5 to 20 day suspension • police may be involved • expulsion proceedings shall be considered 	<ul style="list-style-type: none"> • 20 day suspension • police may be involved • expulsion proceedings shall be considered
SEXUALLY EXPLICIT MATERIAL			
Sexually Explicit Material = Suspension Consideration	<ul style="list-style-type: none"> • suspension up to 5 days 	<ul style="list-style-type: none"> • suspension up to 5 days 	<ul style="list-style-type: none"> • 5 to 10 day suspension
THEFT			
Theft = Suspension Consideration	<ul style="list-style-type: none"> • suspension up to 20 days and restitution • police may be involved 	<ul style="list-style-type: none"> • suspension up to 20 days and restitution • expulsion proceedings shall be considered • police will be involved 	<ul style="list-style-type: none"> • suspension up to 20 days and restitution • expulsion proceedings shall be considered • police will be involved
ROBBERY			
Robbery = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
THREATS			
Threat = Suspension	<ul style="list-style-type: none"> • 1 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 10 to 20 day suspension • expulsion proceedings shall be considered • police will be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings shall be considered • police will be involved
WEAPONS			
Possessing A Weapon or Imitation Including Possessing A Firearm = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
Using A Weapon To Cause or Threaten Bodily Harm to Another Person = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
Trafficking in Weapons = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
WILFUL DESTRUCTION OF SCHOOL PROPERTY			
Wilful Destruction of School Property (Arson, Computer Misconduct, Vandalism) = Suspension Consideration. Expulsion may be considered if damage is extensive.	<ul style="list-style-type: none"> • 1 to 20 day suspension and restitution • police may be involved 	<ul style="list-style-type: none"> • 1 to 20 day suspension and restitution • expulsion proceedings shall be considered • police will be involved 	<ul style="list-style-type: none"> • 1 to 20 day suspension and restitution • expulsion proceedings shall be considered • police will be involved
OTHER			
Conduct Injurious to the Moral Tone of the School or Physical or Mental Well-Being of Others in the School = Suspension Consideration (e.g., smoking, possession of electronic devices).	<ul style="list-style-type: none"> • use of early intervention strategies such as parent contact, detention, review of expectations, written apology • suspension 1-5 days 	<ul style="list-style-type: none"> • use of early intervention strategies such as parent contact, detention, review of expectations, written apology • suspension 5-10 days 	<ul style="list-style-type: none"> • suspension up to 20 days

<p>Habitual Neglect of Duty = Suspension Consideration (e.g. lates, truancy, incomplete homework/assignments, dress code infractions)</p>	<ul style="list-style-type: none"> • use of early intervention strategies such as parent contact, detention, review of expectations, written apology • suspension up to 5 days 	<ul style="list-style-type: none"> •• use of early intervention strategies such as parent contact, detention, review of expectations, written apology • suspension 5-10 days 	<ul style="list-style-type: none"> • suspension up to 20 days • expulsion proceedings shall be considered
<p>Persistent Opposition to Authority = Suspension Consideration</p>	<ul style="list-style-type: none"> • suspension up to 20 days 	<ul style="list-style-type: none"> • suspension up to 20 days 	<ul style="list-style-type: none"> • suspension up to 20 days

- **This Summary of Offences and Consequences applies only to students.**
- **Staff whose actions are not in accordance with board policy and/or the Ethical Standards for the Teaching Profession and the Standards of Practice for the Teaching Profession or expectations of professional conduct prescribed by their respective professional governing body, will be subject to progressive discipline under board policy.**
- **Parents/Guardians and visitors to schools whose actions violate the school/board’s Code of Conduct, or are otherwise disruptive to the safe operation of a school, will be dealt with through the Trespass to Property Act or other appropriate legislation.**

Revised: January 2008

NOTICE OF APPEAL HEARING

**Waterloo Catholic District School Board
35 Weber St. W. Unit A
P.O. Box 91116
Kitchener, Ontario
N2G 4G2**

IN THE MATTER OF Section 308 of the
Education Act,

And

IN THE MATTER OF an appeal by [*name of parent*]
The parent(s) of the pupil [*name of pupil*], to
The Waterloo Catholic District School Board
Against the suspension of the pupil,
On or about the { } day of { }, 200{ }

TO: [*parent(s) & address*]

AND TO: [*principal*]
Principal of [*name of school*]
[*address*]

TAKE NOTICE that a hearing before the Waterloo Catholic District School Board (the Board) will be held at 35 Weber St. W. Unit A in the City of Kitchener, on [*date*], commencing at [*time*] (or so soon thereafter as the matter may be heard) for the purpose of hearing the appeal by [*parent(s) name*], the parents of the pupil [*pupil's name*] against the suspension from [*name of school*], which suspension commenced on or about the { } day of { }, 200{ }.

AND FURTHER TAKE NOTICE that if you do not attend at this hearing, the board may proceed in your absence and you will not be entitled to any further notice in the proceedings.

For your information and guidance, there is enclosed a Parent Guide to Participation in an Appeal Hearing which outlines the procedure to be followed in the hearing of the appeal. At the commencement of the proceedings, the parties will be requested to confirm their acceptance of this procedure, or alternatively, to give reasons that may persuade the Board to vary such procedure.

Your attention is drawn to the *Statutory Powers Procedure Act* under which this appeal is conducted.

DATED 35 Weber St. W. Unit A, Kitchener, Ontario this { } day of { }, 200{ }.

Director of Education
Waterloo Catholic District School Board

I accept service of the within
Notice of Hearing of Appeal
This day of 200()

AND IN THE MATTER of Section 308
of the *Education Act*

[parent(s)]

-and-

IN THE MATTER OF an Appeal
by
The parents of the pupil { }
Against the Suspension of the
pupil on or about the { } day of
{ }, 200{ }.

I accept service of the within
Notice of Hearing of Appeal
This { } day of { }, 200{ }.

[name of principal]
Principal

**NOTICE OF
HEARING OF APPEAL**

[name of solicitor or other person
preparing document]

PARENT GUIDE TO PARTICIPATION IN A SUSPENSION APPEAL

You have been informed of a date and time for an appeal hearing of a suspension. The following is intended as a guide to assist you in preparing for the hearing.

Who Attends an Appeal:

- ✓ Student
- ✓ Parent/Guardian of the student if the student is under the age of 18
- ✓ Principal of the student's school
- ✓ Supervisory Officer of the school
- ✓ Director of Education (Secretary to the Board of Trustees)
- ✓ Members of the Suspension Appeal Hearing Committee (3 trustees)
- ✓ Witnesses as called by either party to the hearing
- ✓ Parents/Guardians of student witnesses under the age of 18, unless the student is 16 or 17 years of age and has withdrawn from parental control.
- ✓ A representative from Family and Children's Services if the student is a ward of the Crown.
- ✓ Legal representatives for any parties listed above
- ✓ Senior Board Administrators

Who May NOT Attend an Appeal:

- ✓ Members of the public not mentioned above

Rights of Parties at an Appeal:

1. To have legal representation
2. To call and examine witnesses
3. To cross-examine other witnesses
4. To present argument and submissions
5. To compel disclosure of relevant documents and things
6. To receive reasonable information regarding any allegations

What an Appeal is NOT:

- ✓ A suspension appeal is not a legal or judicial process. It is a hearing conducted under the Statutory Powers Procedure Act. Rules of evidence however do apply at a hearing as they apply in a court of law. An appeal is not a stay of the suspension. The suspension remains in effect pending the outcome of the appeal.

The Appeal:

The hearing is presided over by the chair of the (3) three member trustee committee. The Director of Education also sits with the committee members in his/her capacity as Secretary to the Board of Trustees. The principal of the school or legal counsel presents related facts and evidence regarding the imposition of the suspension. The adult student or parent/guardian of a student under the age of 18, the student if he/she is 16 or 17 years of age and has withdrawn from parental control or legal counsel will be given an opportunity to address the hearing committee. Any party may call witnesses, examine and cross-examine. The members of the committee may also ask questions of any participant in the hearing. The entire hearing will usually last about one hour.

Who Decides:

The three trustees on the Suspension Appeal Hearing Committee make the decision regarding the suspension. This is done following the hearing in a private session.

What is Decided:

The Committee will decide ONE of the following:

1. Confirm the principal's decision.
2. Modify the type or duration of the suspension.
3. Quash the suspension.
4. Remove the record of suspension.

Notification of the Decision:

Within seven school days following the hearing, all parties will be informed in writing of the committee decision.

Appealing a Decision:

The decision of the Board committee is final. An appeal of an issue related to due process must be made to the Judicial Review Board of Ontario. This board rules only on procedural laws and has no power to overturn a decision of the Board Committee.

MITIGATING CIRCUMSTANCES

For the purposes of mandatory expulsion, the following, in accordance with Regulation 37/01 (2), shall be considered a guide for principals in determining the existence of mitigating circumstances in the Waterloo Catholic District School Board:

- (A) A student who has committed an offence which, under normal circumstances would indicate an expulsion may be considered to have “mitigating circumstances” if:
- (1) The student has a pre-existing identification through an IEP or IPRC which indicates an inability to control behaviour.
 - (2) The offence could be deemed impulsive as identified in the IEP or IPRC and not planned or pre-meditated.
 - (3) The student is unable to foresee the consequences of his or her behaviour due to chronological or mental age.
 - (4) The student’s continuing presence in the school does not create an unacceptable risk to the safety of any person.


Examples of diagnoses include Attention Deficit Hyperactivity Disorder, Tourette’s Syndrome, Bipolar Disorder, Oppositional Defiant Disorder, Obsessive Compulsive Disorder etc.

For all students, consider that the ability to control one’s behaviour is a gradually developing skill related to both learning and maturation. Thus, we expect more self-control from a grade 12 than a Junior Kindergarten student.

For developmentally challenged students, one may use their mental age as a rough indication of their ability to foresee the consequences of their actions. For all students, consider that the ability to appreciate the long-term impact of one’s behaviour is also a gradually developing skill.

In addition to the above, other mitigating factors to consider are:

- where racial or other harassment was a factor in the student’s behaviour;
- whether the principles of progressive discipline have first been attempted;
- the impact of the suspension or expulsion on the student’s continued education;
- whether the imposition of suspension or expulsion would likely result in an aggravation or worsening of the student’s behaviour or conduct.

		STUDENT ACTION PLAN (SAP)			
Name of Student:					
School:				Grade:	
Student OEN:		(Indicate by ✓ or x in box below)			
Documentation:	SSI Completed		Yes (attach)		No
	IEP		Yes (attach)		No
	BIP		Yes (attach)		No
Date of Meeting:					
Case Manager:					
Purpose of Student Action Plan:			Suspension		Expulsion

Suspension	
Date of Suspension:	
Length of Suspension (days):	
Reason for Suspension:	

Expulsion					
Date of Expulsion:					
Reason for Expulsion:					
Approved by Board (date):					
Condition for Re-Entry:					
Attendees at SAP Meeting:	(Indicate by ✓ or x in box provided)				
	Principal or Designate		Yes		No
	Student Success Teacher		Yes		No
	Guidance Counsellor		Yes		No
	CYCW		Yes		No
	Social Worker		Yes		No
	Attendance Counsellor		Yes		No
	Parent		Yes		No
	Student		Yes		No
	Special Education Teacher		Yes		No
Others:					
What does student need to be successful?					
Risk Factors: <i>e.g. attendance, credit accumulation, prior history, etc.</i>					
Protective Factors: <i>e.g. resilient attitude, caring adult, involvement in co-curriculars, etc.</i>					

Academic Component for Student Action Plan

It is an expectation that a student assigned to the long-term suspension/expulsion program will complete assignments, homework, evaluations and be a positive participant in all learning activities. He/she will demonstrate respect for self and others and is subject to all expectations for students contained in school and board policy.

As part of this Student Action Plan the student will meet the following academic expectations:

Supports in place to help student complete the work:

Supports upon re-entry:

**Non-Academic Component of Student Action Plan
(required for suspensions of 11-20 days)**

In order to help the student succeed, the following will be put in place as part of his/her suspension/expulsion program:

Substance Abuse Counselling (list agency or counsellor):

Anger Management:

Personal/Family Counselling:

Other:

Suspension Program - Declaration of Commitment

Must be reviewed and signed as part of Student Action Plan

Review & Re-Entry of Student

Student Action Plan will be reviewed by (name) :

On the following dates:

Progress reports to be forwarded to Principal or Designate.

Re-Entry Meeting will be held on:

Signature(s)

Principal or Designate

Student

Parent(s)/Guardian

Date:



Waterloo Catholic
District School Board

SUSPENSION PROGRAM - DECLARATION OF COMMITMENT

Name of Student:

School:

Student OEN :

Grade:

Date of Birth:

The Ontario Code of Conduct sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards.

Since students have a responsibility to demonstrate a commitment to the learning process, to honour the school Code of Conduct, and to demonstrate age-appropriate behaviour, my participation/continued attendance in the suspension program is dependent on my commitment, as demonstrated by my compliance with the conditions stated below.

1. I will be in full attendance and punctual at all times. Any impending absence will be reported to my home school and to the staff at the suspension program.
2. I will give the required attention to my school work by:
 - Having the proper books and materials with me
 - Completing homework assignments during the time spent at the suspension program
 - Being attentive, cooperative and hard working.
3. I will follow published school rules in class and on school property.
4. I will follow the dress code requirements for the suspension program.
5. I will be respectful of fellow students, their rights, and their property.
6. I will be respectful of all staff.

I understand that if a review determines that I am failing to comply, then I will be excluded from the suspension program. If I fail to meet the expectations, my suspension will be served based on the conditions in the letter of suspension from the home school.

SIGNATURES:

Student _____

Parent(s)/Guardian(s) _____

Principal/Vice Principal _____

DATE: _____

**265 It is the duty of a principal of a school, in addition to the principal's duties as a teacher, (m) subject to an appeal to the Board, to refuse to admit to the school or classroom a person whose presence in the school or classroom would in the principal's judgement be detrimental to the physical or mental well-being of the pupils*