

Toronto District School Board

Operational Procedure PR.586

Title: **PROGRAMS FOR STUDENTS ON LONG-TERM SUSPENSIONS AND EXPULSIONS**

Adopted: January 30, 2008

Revised: **June 25, 2008**

Authorization:

1.0 OBJECTIVE

To provide measures for ensuring that all students who are on long-term suspension or expulsion have the opportunity to continue their education. The Toronto District School Board offers suspended and expelled students supervised and independent learning supports.

2.0 DEFINITIONS

Program- The program may take many forms from homework packages to attendance in a designated location at the discretion of the Board.

Suspension- Is the withdrawal of a student from a specific school and from engaging in school-related activities if the pupil commits any infraction for which suspension must be considered under section 306 of the *Education Act*. The primary purpose underlying the implementation of a suspension is to achieve a positive consequence for the student. This may result through a self-reassessment by the student or a greater awareness on the part of the parent/guardian of the appropriate support and/or additional resources that may be required to assist the student.

Long-term Suspension- Is a suspension of more than five school days.

Expulsion- Is in response to serious misbehaviour by a student. Under the *Education Act*, a principal is required to suspend a pupil if he or she believes that the student has engaged in any of certain specified 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. The Act requires the principal to conduct an investigation to determine whether to recommend to the Board that the student be expelled. If a principal recommends an expulsion the Board is required to hold an expulsion hearing. At the conclusion of the hearing, the Board will decide whether to expel the student at all, and, if so, whether the expulsion will be from the student's school only, or whether the expulsion will be from all schools of the Board. If the Board decides to expel the student from his/her school only, the Board must assign the student to another school of the Board. If the Board decides to expel the student from all schools of the Board, the Board must assign the student to a program for expelled student.

Student Action Plan (SAP) - A plan to support the student's academic and/or non-academic needs. The plan is formulated by the principal of the home school once a parent has committed to attending a program for students on long-term suspension.

Expulsion Student Action Plan (E - SAP)- This plan is formulated once the Board has expelled a student from all schools of the Board. The E-SAP will be developed based on the information gathered at a planning meeting prior to the admission of the student to the program for expelled students. This E-SAP will build on the SAP that was developed if the student was attending the program for long-term suspension pending expulsion. The E-SAP will include the objectives the student must achieve in order for the student to be re-admitted to a school. The planning meeting should be a collaborative process and include the school, board staff, the student and parent/guardian.

Academic Component- The purpose of the academic component of the SAP / E-SAP is to ensure that students have the opportunity to continue their education. The Board will provide students with the opportunity to continue or complete a program of study including assignments and homework. The academic component will follow the Ontario curriculum unless the student has an IEP that provides for modifications to the Ontario curriculum. The academic component may include distance learning, e-learning, remedial help, individual instruction and/or opportunities within the Board.

Non-academic Component- The non-academic component of the SAP / E-SAP is to assist students in the development of positive attitudes and behaviours. The Board will offer the student support in identifying and addressing the underlying causes of the student's behaviour. The Board will consider what types of support the student may require during the suspension/expulsion and upon returning to school. The Board will make appropriate support available through possible referrals to community agencies, and/or provide support through other methods.

Planning Meeting- The principal will hold a planning meeting once the student and/or parent who have indicated that the student is committed to attending a program. The meeting should include the school, board staff, the student and parent/guardian.

Appropriate community agency staff may also be included in the meeting.

Program for Suspension (6-10 days) - The program outlined in the SAP for a student suspended for 6 - 10 days will include an academic component. In the case of students with special education needs, the Board will provide appropriate support consistent with the student's IEP.

Program for Suspension (11 - 19 days) - **The** program outlined in the SAP for a student suspended for 11-19 days will consist of both an academic and a non-academic component. In the case of students with special education needs, the Board will provide appropriate support consistent with the student's IEP. If a student on a long-term suspension pending an expulsion hearing is expelled, and the student makes a commitment to attend a board program for expelled students, an E-SAP will be developed based on the existing SAP.

Re-entry Meeting- The principal will hold a re-entry meeting with the school, board staff, student and parent before the student returns to school. The purpose of the meeting is to facilitate the student's transition back to school by, for example, identifying and providing additional academic and non-academic resources that the student may require. Where appropriate community agency staff or other persons may be involved in the re-entry meeting.

Successful Completion of an Expulsion Program / Re-admission - Where it is determined by the principal of the program that a student who has been expelled from all schools of the board has successfully met the objectives of the program for expelled students, the student will be readmitted to a school of the Board. These objectives will be outlined in the E-SAP. When a student is considered ready to be re-admitted to school a re-entry plan must be developed as part of the E-SAP to assist with the student's transition back into school. A student who has been expelled from all schools of the Board and/or his parents(s) may apply in writing to the principal of the program requesting that the student be readmitted to a school of the Board.

3.0 RESPONSIBILITY

Associate Director

4.0 PROCEDURE

- 4.1. Students who are long-term suspended or expelled, as outline below, will be offered a program and actively encouraged to participate:
- (a) Students suspended for 6 or more days;
 - (b) Students suspended pending expulsion;
 - (c) Student who have been expelled from all schools of the Board.

Students cannot be compelled to participate in a program.

Students who are expelled from all schools of the Board must successfully complete a program for expelled students prior to a school.

- 4.2. A Student Action Plan (SAP) will be developed for every student on a long-term suspension or expulsion who makes a commitment to attend a program. When a student is suspended for 6 to 10 days, the SAP will include only an academic component. When a student is suspended for longer than 10 days or expelled, the SAP will include academic and non-academic components. The program will be individualized based on the SAP.
- 4.3. The Planning Meeting will take place at the program site and include school and Board staff as well as the student and parent. A student sixteen (16) or seventeen (17) years of age who has withdrawn from parental control would not require a par-

ent to attend the planning meeting. At the planning meeting the objective of the SAP will be established and the following will be identified:

- (a) the needs of the student and whether any assessment is required;
 - (b) the student's risk factors and protective factors;
 - (c) any types of supports that the student may need to continue his/her learning;
 - (d) the objectives that an expelled student must successfully meet in order to be readmitted.
- 4.4. Students attending suspension and expulsion programs are expected to abide by the Toronto District School Board Code of Conduct.
- 4.5. The principal in charge of the program is responsible for ensuring student safety (measures to ensure a safe learning and teaching environment) and imposing discipline (determine the consequences of unacceptable behaviour) while a student is assigned to a program for suspended or expelled students. In a case where the student cannot attend the program he or she will be offered the opportunity to receive academic and non-academic support, such as Independent Learning Centres, virtual school, and online personal support programs.
- 4.6. The principal in charge of the program is also responsible for ensuring student safety and imposing discipline for students who are alternatively placed in these programs, such as students who have been excluded and non-discretionary transfers.
- 4.7. Appropriate support will be provided for students with special education needs that is consistent with the student's individual Education Plan (IEP).
- 4.8. The re-entry meeting for suspended students will include school and Board staff as well as the student and parent. The purpose of the meeting is to facilitate the student's transition back to school, such as providing additional support, and referring to community agencies.
- 4.9. A student who has been expelled from all schools of the Board and/or his parent(s) may apply in writing to the principal of the program requesting that the student be readmitted to a school of the Board.
- 4.10. Where it is determined by the principal of the program that a student who has been expelled from all schools of the board has successfully met the objectives of the program for expelled students, the student will be readmitted to a school of the Board.

Before being allowed to return to a school, students who have received an expulsion must:

- (a) demonstrate respect for themselves, for others, and for those in authority;
- (b) demonstrate that they understand and can accept the consequences of their actions;

- (c) demonstrate the ability to participate in school without compromising the safety and well-being of themselves or others at the school;
- (d) demonstrate the ability to comply with the standards set out in the provincial, Board and local school codes of conduct.

5.0 REFERENCE DOCUMENTS

Board Documents (available on the Board's Policies and Procedures website)

Policies

P.044: Code of Conduct

P.064: Progressive Discipline and Promoting Positive Student Behaviour

P.065: Bullying Prevention and Intervention

P.051: Safe Schools

Operational Procedures

PR.585: School Code of Conduct

PR.522: Suspension Appeals and Expulsion Hearings

PR.697: Consequences of Inappropriate Student Behaviour

PR.698: Police-School Board Protocol

PR.540: Safe Schools Student Transfer

Other Documents

Education Act, R.S.O. 1990, CHAPTER E.2

O. Reg. 472/07, Suspension and Expulsion of Pupils

O. Reg. 612/00, School Councils

Ministry of Education's Policy/Program Memoranda

PPM 128: The Provincial Code of Conduct and School Board Codes of Conduct