



BOARD ADMINISTRATIVE PROCEDURE	
<small>ADMINISTRATIVE PROCEDURE</small> SUSPENSION, EXPULSION, AND APPEAL	<small>ADMINISTRATIVE PROCEDURE NUMBER</small> 910
<small>Directional Policy</small> 900 – Safe and Accepting Schools	

TITLE OF ADMINISTRATIVE PROCEDURE:

Suspension, Expulsion, and Appeal

DATE APPROVED:

November 17, 2020

PROJECTED REVIEW DATE:

November, 2025

DIRECTIONAL POLICY ALIGNMENT:

This Administrative Procedure aligns with the [Safe and Accepting Schools Directional Policy - 900](#) by ensuring our students feel safe and secure and that our schools are welcoming, safe, respectful, equitable, inclusive and accepting learning and teaching environments.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Suspension, Expulsion, and Appeal Administrative Procedure supports the Board's Mission to educate students in faith-filled, safe, inclusive learning communities. This Administrative Procedures also supports the strategic priority to learn by enabling all students to become reflective, self-directed, life-long learners. This is achieved when students are supported with developing the social-emotional and communication skills needed to regulate themselves, resolve conflict and develop the habits of making healthy behaviour choices.

Strategic Priorities 2017-2020

Vision
Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission
To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

This Administrative Procedure sets out guidelines for suspension and expulsion in accordance with the progressive disciplinary measures and processes outlined in the Education Act and its Regulations. This Administrative Procedure also provides steps to be taken for Suspension Appeals and Expulsion Hearings to ensure a fair and measured disciplinary process for each student, based on the balance of probabilities.

The Board shall be committed to the development of each student as a moral, faithful person created in the image of God and shall support the learning of each student and the safety of the Catholic school community.

1.0 Suspension

Activities that may lead to suspension for students in grades 4 to 12

As outlined in subsection 306(1) of the Education Act (a to f), a principal shall consider whether to suspend a student in grades 4 to 12 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 other 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, cannabis (unless the student is authorized to use cannabis for medical purposes), or illegal drugs;
- c) Being under the influence of alcohol or cannabis (unless the student is authorized to use cannabis for medical purposes);
- d) Swearing at a teacher or at any person in a position of authority;

- e) Committing an act of vandalism that causes extensive damage to school property at the student's school or to property on school premises; or
- f) Bullying, including cyber-bullying.

In addition to the reasons outlined in subsection 306(1) of the Education Act, the Board provides supplementary reasons for a principal to consider suspension. They are as follows:

- g) Persistent truancy;
- h) Persistent opposition to authority;
- i) Habitual neglect of duty;
- j) Use of profane or improper language;
- k) Use of tobacco and/or vaping products;
- l) Theft and/or extortion;
- m) Aid or incite harmful behaviour;
- n) Physical assault and/or fighting;
- o) Being under the influence and/or in possession of restricted drugs;
- p) Sexual, racial, and/or personal harassment;
- q) Possession or misuse of any harmful substances;
- r) Prejudice, bias or hate-motivated violence;
- s) Development and/or distribution of hate material;
- t) Inappropriate use of computer equipment, websites, electronic media or communication devices;
- u) Conduct injurious to the school climate, including to the physical or mental well-being of others in the school; or
- v) Serious breach of the Board's Code of Conduct.

Kindergarten to Grade 3

As per the Education Act, Ontario Regulation 440/20, a student in Kindergarten to Grade 3 cannot be suspended for the activities listed in subsection 306(1) of the Education Act, or for supplemental reasons approved by the Board, however, these incidents are still unacceptable in schools and must be reported to the principal.

Guidelines

- 1.1 All employees of the Board, who become aware that a student may have engaged in a serious student incident, shall report the matter to the principal as soon as reasonably possible.
- 1.2 When inappropriate student behaviour occurs, Principals will use a progressive discipline approach which combines early and ongoing interventions to promote positive student behaviour. Principals will consider a range of options to determine the most appropriate way to respond to each situation and help students learn from their choices while taking into account their individual circumstances. In some cases, a suspension may be necessary.
- 1.3 The principal will conduct an investigation in accordance with the legislated requirements outlined in detail in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and

- Procedures Manual and consider suspension along with mitigating factors, student's history, and other relevant factors.
- 1.4 The principal will consult with the appropriate Family of Schools Superintendent about a suspension from school greater than five days.
 - 1.5 Written notification about suspension will comply with the requirements of legislation regarding timelines, information, homework for short-term suspensions, or learning program for students on long-term suspension, and the appeal process. Specific information about reports and forms is found in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual.
 - 1.6 A student/parent/guardian who is considering appealing a suspension may meet with the appropriate Family of Schools Superintendent to discuss matters related to the suspension.
 - 1.7 A student/parent/guardian may appeal a suspension by writing to the Director of Education within ten school days of the commencement of the suspension.
 - 1.8 Upon receipt of a suspension appeal request from a student/parent/guardian, the Director will advise the appropriate Family of Schools Superintendent and the Superintendent of Safe Schools.
 - 1.9 The appropriate Family of Schools Superintendent will review the suspension details. Subject to the legislated provisions surrounding the record related to suspensions which have required the completion of a Safe Schools Incident Reporting Form or which involve bullying, the appropriate Family of Schools Superintendent may:
 - a) confirm the suspension and the duration of the suspension;
 - b) confirm the suspension, but shorten the duration of a suspension two days or more in length and amend the record of the suspension accordingly; or
 - c) quash the suspension and expunge the record of the suspension even if the suspension that is under appeal has already been served.
 - 1.10 If a settlement of the appeal is reached, between the student/parent/guardian and the appropriate Family of Schools Superintendent, it will be documented in a letter issued by the appropriate Family of Schools Superintendent and the appeal will be deemed to have been remedied.
 - 1.11 The Director of Education, upon receipt of a suspension appeal, will establish a Suspension Appeal Committee. The Committee will convene within 15 days of receipt of the appeal, or at a later date, as agreed to by both parties. The Appeal Committee will consist of three trustees who have had no prior involvement in the matter under appeal. The Appeal Committee Meetings will be held in-camera.

- 1.12 The Superintendent of Safe Schools will provide the parties with information (e.g. procedural requirements, order of presentation, who may attend, and timelines for rendering a decision) about the appeal process as detailed in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual.
- 1.13 Subject to the legislated provisions surrounding the record related to suspensions which have required the completion of a Safe Schools Incident Report Form or which involve bullying, the Suspension Appeal Committee may:
- a) confirm the suspension and the duration of the suspension;
 - b) confirm the suspension, but shorten the duration of a suspension two days or more in length, even if the suspension that is 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 that is under appeal has already been served.
- 1.14 The decision of the Suspension Appeal Committee will be the decision of the Board and it is final.

2.0 Expulsion

Activities that may lead to expulsion for students in grades 4 to 12

As outlined in subsection 310(1) of the Education Act (a to i), a principal shall suspend a student (in grades 4 to 12) for up to 20 days and conduct an investigation to determine whether to recommend to the Board that the student be expelled if they believe that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- a) Possessing a weapon, including possessing a firearm;
- b) Using a weapon to cause or to threaten 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 in illegal drugs;
- f) Committing robbery;
- g) Giving alcohol or cannabis to a minor;
- h) Bullying, if,
 - i. the student (between grades 4 to 12) has previously been suspended for engaging in bullying, and
 - ii. the student's continuing presence in the school creates an unacceptable risk to the safety of another person.
- i) Any activity listed in subsection 306(1) of the Education Act, and supplemental reasons approved by the Board, that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.

In addition to the reasons outlined in subsection 310(1) of the Education Act, the Board provides supplementary reasons for a principal to consider recommendation for expulsion. They are as follows:

- j) Conduct injurious to the school climate, including to the physical or mental well-being of others in the school; or
- k) Serious breach of the Board's Code of Conduct.

Kindergarten to Grade 3

As per the Education Act, Ontario Regulation 440/20, if a student in Kindergarten to Grade 3 engages in any of the activities that may lead to expulsion for students in grades 4 to 12, the principal will conduct an investigation regarding the allegations to determine if the student should be suspended.

Guidelines

- 2.1 The principal will conduct an investigation in accordance with the legislated requirements outlined in detail in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual and consider a 20 day suspension and the recommendation for a possible expulsion along with mitigating factors, student's history, and other relevant factors.
- 2.2 The principal will consult with the appropriate Family of Schools Superintendent about a suspension from school greater than five days.
- 2.3 If there is consideration of a possible expulsion, the principal will issue a 20 day suspension which may be shortened if so warranted by the principal's investigation.
- 2.4 If the principal does not recommend consideration of expulsion to the Board, the principal will inform the student/parent/guardian that the suspension may be appealed.
- 2.5 If the principal imposes a 20 day suspension and decides to recommend to the Board that the student be expelled, the principal will prepare a report with specified components outlined in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual. The principal will provide a copy of the report to the student/parent/guardian, the Family of Schools Superintendent, the Superintendent of Safe Schools, and the Director of Education, along with written notification that the recommendation will be referred to the Expulsion Committee for consideration. A copy of the report will be retained in the student's OSR for a period as determined by the Board's records retention guidelines.
- 2.6 The written notice to the student/parent/guardian will provide details about the reason for recommending expulsion to the Board, along with details about the expulsion process, and options available to the student/parent/guardian.

- 2.7 The Director of Education, upon receipt of a recommendation for possible expulsion, will establish an Expulsion Committee. The Expulsion Committee will consist of five trustees who have had no prior involvement in the matter under consideration for expulsion. All Expulsion Committee Meetings will be held in-camera.
- 2.8 The Expulsion Committee must convene within 20 days of the first day of the suspension to conduct an Expulsion Hearing or to review the Minutes of Settlement. The Expulsion Committee may convene at a later date if agreed to by both parties.
- 2.9 The Expulsion Committee will conduct the meeting in accordance with the following options available to the student/parent/guardian:
- a) Option 1 - Expulsion Hearing
The Superintendent of Safe Schools will provide the school principal and student/parent/guardian with information (e.g. procedural requirements, order of presentation, who may attend, and time lines for rendering a decision) about the Expulsion Hearing as detailed in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual.
- b) Option 2 - Minutes of Settlement
The Minutes of Settlement set out the foundational points of a settlement reached between the student/parent/guardian and Peterborough Victoria Northumberland and Clarington Catholic District School Board to expel the student. This document is signed by the student/parent/guardian and the Superintendent of Safe Schools. By signing the Minutes of Settlement the student/parent/guardian consents to the decision as determined by the Expulsion Committee.
- 2.10 In rendering a decision, the Expulsion Committee may:
- a) not expel the student, confirm the 20 day suspension, shorten its duration or withdraw it, and provide information about the right to appeal the suspension at this point;
- 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 students.
- 2.11 The decision of the Expulsion Committee will be the decision of the Board.
- 2.12 Following the Expulsion Committee Meeting, the Director of Education will provide written notice promptly to the student/parent/guardian outlining the decision of the Expulsion Committee.

- 2.13 If the decision of the Expulsion Committee is to expel the student, the written notice will include information regarding the program for expelled students to which the student is assigned; and the right to appeal.
- 2.14 If the Expulsion Committee decides to expel the student, the decision may be appealed by a party, as outlined in Bill 212, to the Child and Family Services Review Board.
- 2.15 If the Expulsion Committee decides to expel the student, and once the student has successfully completed the program for expelled students, as determined by the teacher, the student may make an application to the Director of Education to be admitted back to a school of the Board.
- 2.16 If the Director of Education is satisfied that the matters leading to expulsion have been remedied, the Director will admit the student back to a school of the Board and a transition meeting will be scheduled at the school to facilitate the student's re-entry. A written notification of re-entry to the student's school will be provided by the Director of Education.

3.0 Records Management

- 3.1 School administrators are to follow Ontario Ministry of Education OSR Guidelines, 2000 and the Board's Record Retention Schedule with respect to the removal and retention of Notices of Suspension and Violent Incident Forms in the student's OSR.
- 3.2 If the Principal has taken action, following the investigation of a Safe Schools Incident Report, the following must be completed:
 - a) a copy of the reporting form with documentation indicating the action taken must be filed in the OSR of each student whose behaviour was inappropriate.
 - b) The names of all students that appear on the form - both students who have engaged in the activity and students who have been harmed - must be removed from the form before it is filed.
 - c) In situations where a student was harmed and who also engaged in a serious student incident, information regarding the incident and the action taken will be placed in that student's OSR.
 - d) The form and documentation must be kept in the OSR for a minimum of one year.
- 3.3 If the principal has identified the incident as violent and if the student engaged in the incident is a student of the school, the reporting form must be retained in that student's OSR for:
 - a) one year, if the student's suspension was quashed or withdrawn and the record of suspension expunged. Documentation of any other action taken (other than suspension or expulsion) must also be retained for this period;
 - b) three years, if the student was suspended for the violent incident;
 - c) five years, if the student was expelled for the violent incident.

RESPONSIBILITIES:**The Board of Trustees is responsible for:**

- ensuring alignment with the Safe and Accepting Schools Directional Policy;
- reviewing the Suspension, Expulsion and Appeal Administrative Procedure as part of its regular policy and procedures review cycle; and
- supporting the Suspension Appeal and Expulsion Committee process.

The Director of Education is responsible for:

- designating resources for ensuring the implementation of and compliance with this Administrative Procedure;
- upon receipt of a suspension appeal request from a student/parent/guardian, advising the appropriate Family of Schools Superintendent and the Superintendent of Safe Schools;
- upon receipt of a suspension appeal, establishing a Suspension Appeal Committee consisting of three trustees who have had no prior involvement in the matter under appeal;
- upon receipt of a recommendation for possible expulsion, establishing an Expulsion Committee consisting of five trustees who have had no prior involvement in the matter under consideration for expulsion;
- providing written notice promptly to the student/parent/guardian outlining the decision of the Expulsion Committee, which, if the decision of the Expulsion Committee is to expel the student, will include information regarding the program for expelled students to which the student is assigned and the right to appeal;
- ensuring that the Board operates a program for students on long-term suspension and a program for expelled students, in accordance with the Education Act and Ministry of Education guidelines; and
- admitting a student back to the school if the Director is satisfied that the matters leading to expulsion have been remedied and providing written notification of re-entry to the student's school.

Superintendent of Safe Schools is responsible for:

- reviewing and revising this administrative procedure as necessary;
- providing the parties with information (eg. procedural requirements, order of presentation, who may attend, and time lines for rendering a decision) about the appeal process as detailed in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual; and
- supporting the student/parent/guardian and the trustees throughout the appeal and expulsion committee process.

Family of Schools Superintendents are responsible for:

- supporting the implementation of this administrative procedure;
- meeting with a student/parent/guardian to discuss matters related to a suspension, in cases where student/parent/guardian may be considering appealing a suspension; and
- providing a letter, if a settlement has been reached, which confirms that the appeal has been remedied.

Principals are responsible for:

- implementing school wide progressive discipline practices that utilize a continuum of interventions, supports, and consequences to address inappropriate student behaviours;
- investigating all “Safe Schools Incident Reports” submitted by Board employees;
- consulting with the appropriate Family of Schools Superintendent about a suspension from school greater than five days; and
- implementing processes as outlined in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual.

All employees of the Board are responsible for:

- reporting to the school principal, as soon as reasonably possible, when they become aware that a student of the Board may have engaged in a serious student incident. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day; and
- confirming all reports of serious student incidents, including those made orally to the principal, using the “Safe Schools Incident Reporting Form”.

Teachers are responsible for:

- supporting school wide progressive discipline practices that utilize a continuum of interventions, supports, and consequences to address inappropriate student behaviours; and
- providing suspended students with schoolwork.

PROGRESS INDICATORS:

- The Suspension, Expulsion, and Appeal Administrative Procedures is applied consistently at all Peterborough Victoria Northumberland and Clarington Catholic District School Board educational settings;
- School wide progressive discipline practices are evident at all Peterborough Victoria Northumberland and Clarington Catholic District School Board educational settings;
- All Board employees report serious student incidents to the respective principal as soon as reasonably possible;
- School based discipline data reflects positive trends in student behaviour; and
- School climate surveys indicate that staff and students feel safe, included, and supported in their learning and work environments accordingly.

DEFINITIONS:

Appeal – 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.

Authority to Suspend - A principal has the authority to suspend a student for up to 20 school days in accordance with Board policy and legislation. An appropriate Superintendent of Learning (defined as the Superintendent of Learning responsible for the supervision of the school in his or her family of schools) may act in place of the principal during a visit to the school in accordance with Regulation 298, Section 26 (1): The appropriate Superintendent of Learning, in addition to the duties under the Act, may, during a visit to the school, assume any authority and responsibility of the principal of the school. A vice-principal may perform the duties of the principal in accordance with Regulation 298, Section 12, Subsections (2) and (3): A vice-principal shall perform such duties as are assigned to the vice-principal by the principal. In the absence of the principal of the school, 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.

Balance of Probabilities – The term “balance of probabilities” refers to a process of arriving at a decision or judgement by weighing the factors to determine the most likely sequence of actions and decisions taken to arrive at an already effected outcome. It answers the question, “What is this person most likely to have done in order to achieve this outcome?”

Bullying

- a) “Bullying” means aggressive and typically repeated behaviour by a student where, the behaviour is intended by the student to have the effect of, or the student ought to know that the behaviour would be likely to have the effect of,
 - i. causing harm, fear or distress to another individual, including physical, psychological, social, or academic harm, harm to the individual’s reputation, or harm to the individual’s property, or
 - ii. creating a negative environment at a school for another individual, and
- b) the behaviour occurs in a context where there is a real or perceived power imbalance between the student and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability, or the receipt of special education;

For the purposes of the definition of “bullying”, behaviours include the use of any physical, verbal, electronic, written, or other means.

Cyber-bullying

For the purposes of the definition of “bullying”, bullying includes bullying by electronic means (commonly known as cyberbullying), including,

- a) creating a web page or a blog in which the creator assumes the identity of another person;
- b) impersonating another person as the author of content or messages posted on the internet; and
- c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Child and Family Services Review Board - The Child and Family Services Review Board has jurisdiction under the Child and Family Services Act and the Education Act to hear applications and appeals of matters affecting children, youth and families.

Expulsion – An expulsion is the withdrawal of a student from one school where the infraction took place or from all the schools of the Board. The suspension preceding a recommendation to the Expulsion Committee for expulsion will usually be 20 days in length. It can be appealed if the principal does not recommend expulsion to the Expulsion Committee or once the Expulsion Committee has rendered its decision.

In-Camera - A process where the public and press are not allowed to observe the procedure or process.

Mitigating Factors – Ontario Regulation 472/07, “Behaviour, Discipline and Safety of Pupils” (formerly “Suspension and Expulsion of Pupils”)

Relevant excerpts from Ontario Regulation 472/07, made under the Education Act, are provided below for ease of reference.

For the purposes of subsections 306 (2), 306 (4), 310 (3), 311.1 (4) and clauses 311.3 (7) (b) and 311.4 (2) (b) of the Act, the following mitigating factors shall be taken into account:

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

Other factors

For the purposes of subsections 306 (2), 306 (4), 310 (3), 311.1 (4) and clauses 311.3 (7) (b) and 311.4 (2) (b) of the Act, the following other factors shall be taken into account if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended or expelled:

- 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 or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
- 4) How the suspension or expulsion 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,
 - a) whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan,
 - b) whether appropriate individualized accommodation has been provided, and
 - c) whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

Nexus – The umbrella for “school behaviour” includes matters which fall under the category of “nexus”. Nexus means “relevant”. The student's behaviour off school property and/or outside the school day may have a relevant and related impact on the safety and well-being of the school community.

Ontario Student Record (OSR) - The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario.

Parties – Persons who are involved, directly or indirectly, or who have been identified as essential to the resolution of the matter, such as, but not limited to, the student/parent/guardian, Principal, Superintendent of Learning, Superintendent of Safe Schools, Director of Education, Trustees.

Program for Expelled Students - The program for each student will include both the academic and non-academic components. The content and balance of the program for a student will depend on the needs of the student, and the nature and severity of the behaviour that led to the expulsion.

Program for Students on Long-Term Suspension

(Six to Ten School Days) - The program will include an academic component to support the student in continuing his or her education. The Board will consider what types of support, if any, the student may require during the suspension and upon his or her return to school. The Board will also consider continuing any supports that may have been in place for the student prior to the suspension. In the case of students with special education needs, the Board will provide appropriate support consistent with the student's IEP.

(11 to 20 School Days) - The program will consist of both an academic and a non-academic component to support the student on a long-term suspension of 11 to 20 school days in continuing his or her education. The Board will also consider continuing any types of support that may have been in place for the student prior to the suspension. In the case of students with special education needs, the Board will provide appropriate support consistent with the student's IEP.

Safe Schools Incident Reporting Form – A method for School Board employees to report serious student incidents that can have a negative impact on the school climate to the principal.

Student/Parent/Guardian – A parent, a legal guardian, a student 18 years of age and over, or a student over the age of 16 who has withdrawn from parental control.

Suspension – Suspension is the withdrawal of a student from a specific school and from engaging in school-related activities if the student commits any infraction for which suspension must be considered under section 306 of the Education Act and the policies of the Board for a period of one to 20-days beginning on the day after the infraction took place.

Violent Incident – is defined as:

- a) possessing a weapon, including possessing a firearm;
- b) physical assault causing bodily harm requiring medical attention;
- c) sexual assault;
- d) robbery;
- e) using a weapon to cause or to threaten bodily harm to another person;
- f) extortion; or
- g) hate and/or bias-motivated occurrences.

Withdrawal from Parental Control (also known as emancipation) – In exceptional circumstances, a minor, over the age of 16, and living in Ontario, can choose to leave the family home and live independently, without having to obtain the permission of their parents or the court.

Section 65 of the Children's Law Reform Act, R.S.O. 1990, Chapter C.12, references the right of a child of sixteen or more years of age to withdraw from parental control.

Once it has been substantiated that a student has withdrawn from parental/guardian control, the parent(s)/guardian loses all right to educational information, as well as any other information to which the school/Board may have access such as personal information (e.g. address or phone number).

REFERENCES:

- [Bill 13 - Safe and Accepting Schools Act - 2012](#)
- [Bill 157 - Keeping Our Kids Safe at School – 2009](#)
- [Bill 212 - Behaviour, Discipline and Safety – 2007](#)
- [Ontario Student Record \(OSR\) Guidelines](#)
- Ministry of Education Policy/Program Memoranda (PPM):
 - 120, “[Reporting Violent Incidents to the Ministry of Education](#)”
 - 128, “[The Provincial Code of Conduct and School Board Codes of Conduct](#)”
 - 141, “[School Board Programs for Students on Long-Term Suspension](#)”
 - 142, “[School Board Programs For Expelled Students](#)”
 - 144, “[Bullying Prevention and Intervention](#)”
 - 145, “[Progressive Discipline and Promoting Positive Student Behaviour](#)”
- [Local Police/School Board Protocol - 2016](#)
- [Ontario Education Act](#)
 - 265 (1) Duty of Principal, (m) Access to school or class
 - [Ontario Regulation 37/01 - Expulsion of a Student](#)
 - [Ontario Regulation 472/07 - Behaviour, Discipline and Safety of Students](#)
 - [Ontario Regulation 521/01 - Collection of Personal information](#)
 - [Ontario Regulation 440/20 - Suspension of Elementary School Pupils](#)
- Children's Law Reform Act, R.S.O. 1990, c. C.12
 - [Section 65 \(Where child is sixteen or more years old\)](#)
- [Caring and Safe Schools in Ontario: Supporting Students with Special Education Needs through Progressive Discipline, Kindergarten to Grade 12](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Ontario's Equity and Inclusive Education Strategy, 2009](#)
- [Ontario Human Rights Code](#)
- [PVNC Administrative Procedures Supporting Positive Student Behaviour: Safety for All](#)
- [PVNC Administrative Procedure for Safe Schools: Code of Conduct](#)
- [PVNC Administrative Procedure for Safe Schools: Suspension, Expulsion, and Appeal](#)
- [PVNC Administrative Procedure for Safe Schools: Progressive Discipline and Promoting Positive Student Behaviour](#)
- [PVNC Administrative Procedure for Safe Schools: Bullying Prevention and Intervention](#)
- [PVNC Administrative Procedure for Safe Schools: Delegation of Authority](#)
- [PVNC Administrative Procedure: Safe Arrivals - Elementary](#)
- [PVNC Directional Policy: Equity and Inclusive Education](#)
- [PVNC Administrative Procedure: Safety and Conduct on School Buses](#)
- [Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual](#)
- Peterborough Victoria Northumberland and Clarington Catholic District School Board Records Management Manual