

270 Michael Boulevard, Whitby On, L1N 6B1

Tel: 905-668-3354 Fax: 905-668-5798

www.ddsb.ca/school/westlyndeps

Twitter: @westlyndeps

School Bell Times

Entry Bell	9:00 a.m.
Morning Recess	10:15 – 10:25 a.m.
Lunch	11:45 to 12:45 p.m.
Afternoon Recess	2:10 – 2:20 p.m.
Dismissal	3:30 p.m.

PUNCTUALITY AND ATTENDANCE

Regular attendance at school is essential to student success. Developing habits such as punctuality and responsibility will serve students well throughout their lives. Students are expected to attend regularly and to be on time for school each day. When a student arrives late, there is a disruption not only for the late student, but also for the entire class. When students are absent for an extended period of time, such as vacations, teachers are not expected to provide all missed learning in advance. Students are expected to catch up on missed work upon their return. Incomplete or missed work cannot be assessed and valuable learning opportunities will have been lost.

SAFE ARRIVAL PROGRAM

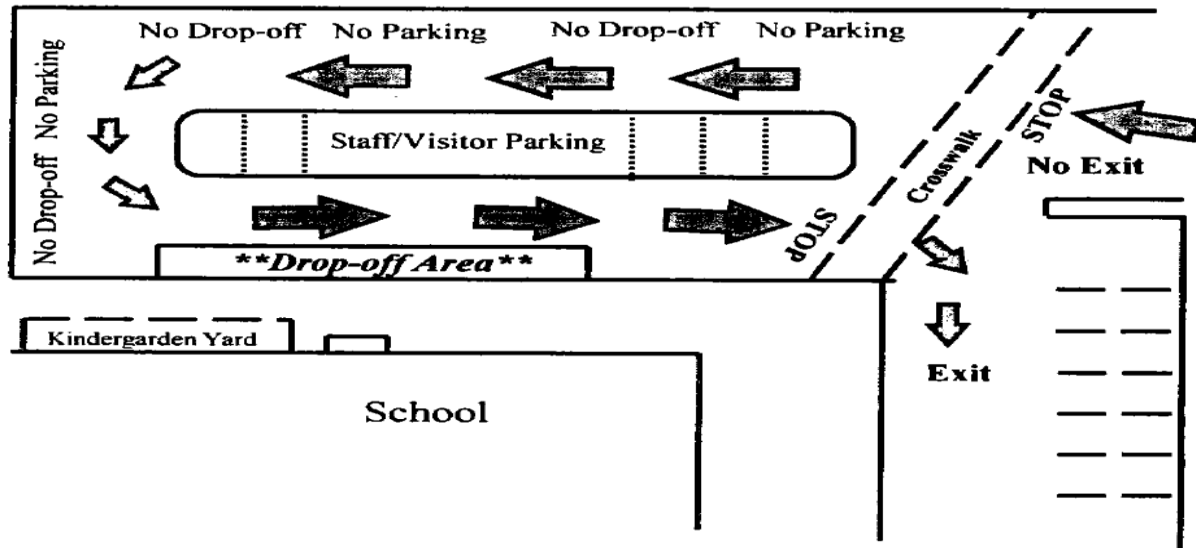
The SchoolConnects 'Safe Arrival' program enables you to conveniently notify the school when your child will be absent or arriving late (after the bell has rung at 9:00 a.m.). Parents may make use of the phone, internet or mobile app to notify the school of upcoming absences. Call 1-844-350-2646 or click the 'SchoolConnects' icon on the DDSB web site under the 'Parents' tab. The free Safe Arrival app is available on your cell phone providers App Store.

When a pupil is not in class and the parent has not used SchoolConnects to notify the school of the absence, a phone call home to ensure a child's safety will be made. Every student who is late must sign in at the office before going to his/her classroom. When students need to leave the school before regular dismissal, they are to report to the office and sign out where the parent/guardian will pick them up.

SAFE DROP OFF AND PICK-UP PROCEDURES

Students who must leave early for an appointment need to be picked up from the office by a parent or designated adult approved by the parent. Adults who are not known by the office staff will be asked for identification and emergency contact information will be verified to ensure safety for all. Parents of young children being dropped off at school after the instructional day has begun need to accompany their child to the office to sign in the student. Older students arriving late must also stop at the office first, but do not need to be accompanied by a parent.

West Lynde Kiss n' Ride



STUDENT AND VISITOR SIGN-IN & SIGN OUT PROCEDURES

All parents and visitors to the school must report to the office. Parents and visitors must not go to classrooms during the instructional day without the permission of the office. Students will be called down to the office as needed. If a parent needs to speak to a teacher the options are to leave a note or a voice mail for the teacher, or to write a note in the child's agenda. Teachers will call and arrange a time to meet or speak on the phone when they are not teaching.

LUNCH DROP OFF AND HOT LUNCHES

A table outside of the office marked, "Lunches," has been made available for parents to drop off a lunch for their child(ren). Note paper is available to jot down the child's name. It is not the responsibility of the office to manage lunches which are being dropped off during instructional time. Students must come to the table to retrieve their lunches. This practice of dropping off lunches is not encouraged, but is sometimes necessary in special circumstances. Please note that student lunches will not be heated up by staff during the lunch hour. Parents who wish their child to eat hot food need to pack the food in a thermos.

BOOMERANG LUNCHES AT WEST LYNDE PUBLIC SCHOOL

Students are encouraged to use re-usable plastic containers and drinking bottles in their lunches to reduce waste. Students will be asked to pack all wrappers and food waste into their lunch containers to return home. This not only reduces the waste at school, but it also shows the parent what was left uneaten. It is suggested that a zip-lock bag be put into the lunch bag for messy items such as banana peels and yoghurt containers.

FOOD ALLERGIES AT WEST LYNDE PUBLIC SCHOOL

Students must not bring nuts or nut-products to school in their lunches. This includes WOW Butter which looks and smells like peanut butter. The reason for this is that it is virtually impossible to tell if it is peanut butter or not. With life-threatening allergies to nuts in our school it is important to be vigilant about nut products including Peanut Punch, Nutella, almond milk, almond butter, chocolate bars, granola bars, cookies, muffins or donuts with nuts in/on them.

ALLERGIES, MEDICAL CONDITIONS & MEDICATION

Parents of students with serious medical conditions need to speak to the school administration about their child's needs. If Epi-pens or medications are required, a form must be completed to allow the school to administer them. Forms are available on our web site or in hard copy from the main office.

BICYCLES, SKATEBOARDS, PERSONAL PROPERTY, ETC.

Bicycles are to be kept locked up in the bike racks while they are at school. The law in Ontario states that bicycle helmets must be worn by all students under the age of 18. Skateboards and scooters are not to be used on school property. Once on school property they must be held by the student. Parents will be contacted if students have difficulty adhering to this rule. The Durham District School Board has banned the use of laser pointers in schools. West Lynde Public School is not responsible for lost, stolen or damaged items.

PERSONAL ELECTRONIC DEVICES AT SCHOOL

The DDSB recognizes that technology continues to evolve providing students with personal wireless technologies. Any personal electronic devices that are used inappropriately during the school day are disruptive to the teaching and learning environment.

The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices (i.e. sending text messages, using social media, etc.) Unless deemed appropriate by school administration for educational purposes, it is the practice of DDSB that the use of personal electronic devices is prohibited during the school day on school property.

Field trips and after school events are an extension of the classroom, and the expectations of the use of personal electronic devices apply. Staff may approve the use of this technology for the purpose of education and communication, such as calling parents for pick-up, or taking photos of trip highlights. In keeping with the **Freedom of Information and Privacy Act**, the filming, recording or taking pictures of others without their expressed permission is prohibited. Further, the taking of photos or filming while at school or at school related activities is prohibited unless approved by DDSB staff and used for educational purposes.

OFFICE PHONE USE

Students who need to communicate with a parent are asked to come to the office to use the school phone. This way if it is something that the office can solve with the student it may not require an interruption to the parent's day (e.g. change of clothes, missing lunch, note of permission, etc.) Students are not to use their cell phones to communicate with friends or family during the instructional day.

ACCOMMODATIONS OF RELIGIOUS REQUIREMENTS, PRACTICES & OBSERVANCES

The Durham District School Board and West Lynde Public School follow the Guidelines and *Procedures for the Accommodation of Religious Requirements Practices and Observances*. This document has been produced in compliance with requirements of Ontario's Equity and Inclusive Education Strategy within the contexts of the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*. This document assists us in creating and maintaining equitable and inclusive environments within our schools and facilities, and guides the process of providing religious

accommodations as the need arises. The document is available for viewing at:

<http://ddsb.durham.edu.on.ca/DDSBmain.htm> (see programs on the left panel, then Equity and Inclusive Education, then Guidelines) or you may ask to review a copy at your child's school.

If you anticipate that you or your family might require religious accommodation at any point during the school year we ask that you inform the administration at your child's school as early as possible, preferably at the start of the school year. Areas that you might consider include, but are not limited to, the following:

- Observation of major religious holy days and celebrations
- Accommodation in, or exemption from, specific areas of the curriculum or other school activities
- Religious attire
- Modesty requirements in physical education
- School opening and closing exercises
- Prayer
- Dietary requirements

You are also welcome to speak to your school administration about unanticipated religious accommodation needs as they arise.

ASSESSMENT, EVALUATION & REPORTING IN ONTARIO SCHOOLS

In May 2010, the Ministry of Education released the document entitled "Growing Success". The "Growing Success" document sets policy and recommends practice in regard to assessing student work to inform teaching practice, evaluating student work and reporting on student progress. The "Growing Success" document can be downloaded from the Ministry website at <https://www.edu.gov.on.ca/eng/policyfunding/success.html>.

BEHAVIOUR EXPECTATIONS AT WEST LYNDE PUBLIC SCHOOL

In keeping with the Durham District School Board Code of Conduct and Character Education, students are expected to show respect at all times; respect for self, for others, for authority, for school rules, and for the environment.

Appropriate Dress

Students should dress neatly and in a manner that is respectful of all community members. Hats, headbands, and bandanas must be removed when entering the school. Students are expected to wear clothing that does not expose undergarments. Slogans on clothing should also be respectful and not promote violence, discrimination, or an unhealthy lifestyle. Jewellery should be safe and non-offensive.

Students participate in DPA (Daily Physical Activity) and Physical Education classes. Students must wear appropriate footwear (e.g. running shoes) and clothing that permits freedom of movement. Hanging jewelry (e.g. hoop earrings, necklaces) which cannot be removed should not be worn.

On the Yard

Students will eat snacks and lunches in classrooms and designated lunchrooms only. Students are not permitted to eat in the halls or outside on the yard. Students will eat snacks inside before going for recesses, and boomerang all waste home. Students must refrain from chewing gum in the school.

Students are to play in their designated playground areas. On the yard, students must refrain from aggressive play and dangerous activities such as fighting, play-fighting, ball tag or throwing potentially dangerous objects such as stones, snowballs, and sticks. Students should keep hands and feet to themselves at all times. Verbal put downs and foul language are not permitted. Infractions are subject to our Progressive Discipline Policy. Students are expected to respect our outdoor play areas. Students are not permitted to climb trees anywhere on the school grounds. Students are expected to refrain from harming plants and objects on the yard.

Due to the potential for injury, throwing snow or ice is not permitted. Infractions are subject to the Progressive Discipline Policy.

In the Lunch Room

Students who stay for lunch are expected to follow the 3 R's of the Lunchroom:

- **Respect** - Show respect at all times for Lunchroom Supervisors and fellow students.
- **Restaurant Style** - Remain seated, talk quietly and refrain from sharing food.
- **Recycle** - Follow the practice of "Boomerang Lunches" and take all garbage home.

Students who leave the school grounds at lunch should finish eating before returning to the school grounds and dispose of all waste (e.g. wrappers, cups, cans) before returning to school grounds.

Students must remain on school grounds during school hours unless they have written parent/guardian permission to leave. All students eating their lunch at school must remain in their designated lunchroom, and then on school property throughout lunch hour. Students whose consent forms indicate that they are to stay for lunch are expected to stay for lunch and are not permitted to leave the school grounds without written permission from their parent/guardian. Parent(s)/ Guardian(s) picking up students who usually stay for lunch, must sign students out at the office.

Bus Safety

Students who have the privilege of riding the bus to and from school or while on excursions to school activities are expected to adhere to the school Code of Conduct and the expectations for safety of the bus company. Students are expected to follow the expectations listed below in order to maintain the safe operation of the bus by the driver and for the safety of all students on the bus. Persistent non-compliance of the bus safety rules will be subject to the Progressive Discipline Policy. Students who do not comply with these expectations may lose the privilege of riding the bus.

Students are expected to:

1. Remain seated at all times. A seat may be assigned by the driver or school staff.
2. Speak appropriately to students and to the driver.
3. Keep hands and feet to oneself.
4. Refrain from eating or drinking.
5. Comply with bus driver's requests without argument.

If it is felt that a child's disruptive behaviour in the classroom or boarding the bus may continue on the bus ride and

interfere with its safe operation and the safety of others, the student will not be put on the bus. Parents/guardians will be contacted to provide transportation for the child.

Computer Security

The school policy establishes guidelines regarding access, personal use and appropriate content. All students must also adhere to the rules as outlined in the **Computer Agreement** and signed by students and parents at the beginning of the school year. The computer system is monitored and violation of files and/or access to unauthorized areas can be easily determined. Unauthorized USB sticks or discs may not be used on the system. This includes software and/or all information on disks: from home, purchased at a retail store or downloaded from the Internet. Passwords must be kept confidential. Inappropriate use of computer systems may result in: loss of privileges, detentions, parent notification, suspension and/or police involvement.

Locker Assignment and Responsibilities

Students in Intermediate grades are assigned lockers. The use of lockers is a privilege, which may be removed. Students are required to have a combination lock with a serial number on their lockers at all times. Locks are available to purchase from the school office. Confidential lock information is kept on record by the home room teacher. Any locker without a lock will be emptied and bolted until a new lock can be obtained. The care of the lockers is the responsibility of the student and lockers must be maintained in good condition.

CONCLUSION

When staff, students and families work together, a positive and productive learning environment is established at West Lynde P.S. and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success is reached through cooperation, courtesy and respect. Please review this Code of Conduct at the beginning of the school year and keep it in a safe place where it can be referenced if necessary.

CODE OF CONDUCT

RATIONALE

Both the Durham District School Board and West Lynde Public School are committed to providing a safe and secure school environment. The Safe Schools Act, 2000, requires each board and each school to develop a Code of Conduct that is consistent with the legislation and board policy. These provisions were amended by An Act to Amend The Education Act (Bill 212), in respect to behaviour, discipline and safety. In 2009, there were further revisions outlined in Putting Students First Act (Bill 157) and Regulation 427/07, and The Accepting Schools Act (Bill 13) and PPM #128 in 2013.

INTRODUCTION

The legislation and regulations prescribe certain rights, standards, expectations and processes for determining consequences.

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

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

The provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system - parents or guardians, volunteers, teachers and other staff members - whether they are on school property, on school buses or at school-authorized events or activities.

The code of Conduct for Durham District School Board and Michaëlle Jean Public School reflects the provincial policy.

PURPOSE OF THE CODE

The purpose of the Provincial Code of Conduct is as follows:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol and illegal drugs.
7. To prevent bullying in schools.

GUIDING PRINCIPLES (Ontario Schools Code of Conduct)

The Durham District School Board and West Lynde P.S. support the provincial guiding principles of the Ontario Code of Conduct.

All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members - are included in the *Ontario Schools Code of Conduct* whether they are on school property, on school buses or at school-authorized events or activities.

All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.

Recognition and acceptance of, and sensitivity toward, equity and inclusiveness are expectations within the school community.

Maintaining a safe environment is the responsibility of the entire school community, including students, staff and parents.

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the

rights of others.

The Durham District School Board expects that Progressive Discipline will be used as a means to support the Code of Conduct. Progressive Discipline is an approach that makes use of a continuum of prevention programs, interventions, supports, and consequences, building upon strategies that incorporate skills for healthy relationships and promote positive behaviours. The goal of discipline is to support a safe, inclusive, and accepting learning and teaching environment in which every student can reach his or her full potential. All inappropriate student behaviour, including bullying, will be addressed.

Responses to behaviours that are contrary to the School's Code of Conduct must be developmentally appropriate.

Insults, disrespect, bullying and other harmful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.

The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.

Alcohol and illegal drugs are potentially addictive and present a health hazard. Ontario schools will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol, or illegal drugs. In addition, smoking or the distribution of tobacco on school property is prohibited by law.

ROLES AND RESPONSIBILITIES (Ontario Schools Code of Conduct)

The Durham District School Board and West Lynde P.S. accept the provincial direction regarding individual roles and responsibilities.

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment
- Holding everyone under their authority accountable for his or her behaviour and actions;
- Empowering students to be positive leaders in their school community;
- Communicating regularly and meaningfully with all members of their school community.

Teachers and School Staff, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- Help students work to their full potential and develop their self-worth;
- Empower students to be positive leaders in their classroom, school, and community
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff, parents, volunteers and other members of the school community;

- Prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time and ready to learn;
- Shows respect for himself or herself, for others, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions.

Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe, inclusive, accepting and respectful learning environment for all students. Parents fulfill their role when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed and prepared for school;
- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;
- Show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues involving their child.

Community Partners and Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community-based service providers and members of the community (e.g. Aboriginal Elders) may also be created. Community-based service providers are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community based service providers and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements and adhere to the Code of Conduct.

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model that was revised in 2011 by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

STANDARDS OF BEHAVIOUR (Ontario Schools Code of Conduct)

Respect, Civility and Responsible Citizenship

All school members must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability, and especially where there is disagreement;
- Respect the rights of others;

- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Not swear at a teacher or at another person in a position of authority.

Safety

All members of the school community must not:

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic in weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of any weapon, including firearms;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Bullying Prevention (DDBS Procedure #5148 – Positive School Climate)

West Lynde Public School is committed to ensuring a positive school climate by preventing bullying.

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

- Bullying is an aggressive behaviour;
- There is an intent, or reasonable assumption, to cause harm (to the individual, to his or her reputation or to property);
- It is typically repeated;
- There is a real or perceived power imbalance;
- There may be a negative impact on the learning environment of the school.

CONSEQUENCES (Durham District School Board)

- The Durham District School Board supports a proactive approach to discipline in schools. Progressive Discipline will be the underlying philosophical approach to determining the consequences for students whose behaviour is deemed to be inappropriate and requires disciplinary action.
- Positive reinforcement of students, parental involvement, community links, liaising with the community police officers, and modelling behaviours related to non-violence are strategies used in schools to promote acceptable behaviour and maintain a safe school climate creating positive school environments.

- Consequences for unacceptable behaviour may range from initial intervention strategies such as counselling and parental communication to detention, behaviour contracts, Restorative Practices, Support and Responsibility Agreements, suspension and expulsion. Peer mediation and conflict resolution programs are important initiatives that support the implementation of the Code of Conduct.
- The Durham District School Board supports a restorative approach in our schools to establish positive learning environments and to support discipline issues as they arise. Within the culture of Restorative Practice, there is a continuum of interactions, including Restorative Circles, that support positive relationships. When things go wrong, there is a framework for dealing with these issues.
- Each school's Code of Conduct shall be the guide for discipline in the school and the determination of consequences for inappropriate behaviour. Mitigating and other factors must be considered before determining appropriate consequences.
- Where behaviour is persistent or the incident is of a serious nature, suspension may result. The purpose of a suspension is to exclude the student from the learning environment.
- In situations where consideration for expulsion is appropriate the principal, after completing an investigation, may recommend expulsion of the student to the Board.
- Consequences should be appropriate to the nature of the unacceptable behaviour.

SUSPENSIONS/EXPULSIONS

Suspension is a consequence imposed upon a student whereby he or she is prohibited from attending at his or her school and from engaging in all school-related activities for a defined period of time.

Expulsion is a consequence imposed upon a student, by the Board, for an activity that is determined to warrant that the student be excluded from his or her school, or from all schools in the Board, and from engaging in all school-related activities, for an undefined period of time.

Circumstances Leading To Possible Suspension, or Suspension Leading to Possible Expulsion

9.1.1. A Principal shall consider whether to suspend a pupil if he or she believes that the pupil 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:

- Uttering a threat to inflict serious bodily harm on another person*;
- Possessing alcohol or illegal drugs*;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school*;
- Bullying; or,
- Any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board

Other suspendable infractions including, but not limited to:

- Possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
- Being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
- Smoking on school property;
- Committing vandalism, destruction, damage to school property or to the property of others located on the school premises;
- Stealing property;

- Engaging in intimidation, extortion*, harassment*, or verbal aggression
- Misusing or misappropriating school property or services, including computers and other technology systems;
- Engaging in hate motivated incidents*;
- Engaging in gang related activity*;
- Possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
- Committing physical assault on another person**;
- Engaging in or encouraging a fight;
- Engaging in conduct that constitutes opposition to authority;
- Demonstrating poor attendance that warrants disciplinary action;
- Engaging in behaviour that is disruptive to the learning environment of the class or school;
- Engaging in conduct that is detrimental to the moral tone of the school;
- Wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- Engaging in unauthorized gambling or games of chance;
- Engaging in another activity that, under the Code of Conduct of the school, is one for which a suspension is warranted.

* *may require police involvement as outlined in the Police/School Board Protocol.*

***discretionary police involvement as outlined in the Police/School Board Protocol.*

In considering whether to suspend a pupil for engaging in an activity, a Principal shall take into account the mitigating factors as well as other factors.

Mitigating Factors:

- The student does not have the ability to control his or her behaviour;
- The student does not have the ability to understand the foreseeable consequences of his or her behaviour; or
- The student's continuing presence in the school does not create an unacceptable risk.

Other Factors:

The following criteria shall also 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, or
6. In the case of a pupil for whom an individual education plan has been developed,
 - i. Whether the behavior was a manifestation of a disability identified in the pupil's individual education plan,
 - ii. whether appropriate individualized accommodation has been provided, and
 - iii. whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behavior or conduct.

Nexus

Principals may consider a suspension if there is nexus to the school. Nexus is a direct and causal link between the student's conduct and a definitive impact on the school climate.

Nexus may be established when any of the following circumstances exist:

- A student is afraid to come to school;
- A student is worried about reprisals or retaliation
- Parents are complaining about disruption to the school environment
- School staff are worried about their physical or emotional well-being and safety.

Circumstances Leading to a Suspension, Investigation, and Possible Expulsion

A Principal shall suspend a pupil if he or she believes that the pupil 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:

- Possessing a weapon*
- Possessing 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*;
- Assault/physical intimidation of an employee*;
- Committing sexual assault*;
- Trafficking in weapons or in illegal drugs*;
- Committing robbery*;
- Giving alcohol to a minor**
- Bullying, if,
 - a) the pupil has previously been suspended for engaging in bullying, and
 - b) the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.
- Any other activity 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.
- Committing an act of vandalism which can be regarded as particularly egregious, due to factors such as seriously compromising the learning environment, or posing a significant safety risk to others*;
- Any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled. Other suspendable infractions include, but are not limited to:
 - hate motivated violence*;
 - gang related violence*;
 - trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes*;
 - uttering threats or threatening conduct intended to intimidate**;
 - engaging in harassment*;
 - on-going conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

** require police involvement as outlined in the Police/School Board Protocol.*

*** discretionary police involvement as outlined in the Police/School Board Protocol*

9.2.2 A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.

- 9.2.3 A Principal may suspend a pupil under 9.2 for up to 20 school days and, in considering how long the suspension should be, the Principal shall take into account the mitigating factors, as well as the other factors, set out above.
- 9.2.4 When a Principal suspends a pupil under 9.2, the pupil shall be assigned to a program for suspended pupils, as established by the Board in accordance with any policies or guidelines issued by the Minister.