



# Administrative Procedure 1620 ALTERNATIVE SUSPENSION PROGRAM

Responsibility: Superintendent, Student Achievement & Well-Being

Legal References: [Education Act, R.S.O. 1990, c. E.2](#)

Related References: [PPM 141 – School Board Program for Students on Long-Term Suspension](#);  
[Board Policy 6001 – Code of Conduct](#);  
[Board Policy 6008 – Student Discipline](#);  
[Board Policy 6009 – Student Bullying Prevention and Intervention](#);  
[Administrative Procedure 1260 – Student Discipline Procedure](#);  
[Administrative Procedure 1330 – Safe Schools Incident Reporting and Record-Keeping](#);  
*IS-ASP-01 – Principal’s Checklist*;  
*IS-ASP-02 – Student Action Plan*;  
*IS-ASP-03 – Child & Youth Worker’s Checklist*

Effective:

Revisions: March 2016, October 2024

Reviewed: March 2016

## 1. Purpose

- 1.1 The Alternative Suspension Program (ASP) provides an opportunity for students on a suspension of six (6) or more school days to continue their education and develop effective social and emotional competencies that will enable them to return to school with the skills necessary for success.
- 1.2 The ASP may be offered in person at a mutually agreed-upon location or virtually.
- 1.3 A student cannot be compelled to participate in the ASP; if a student refuses to participate in the ASP or, if the student is not an adult student, the student’s parent/guardian refuses to have the student participate in the ASP, the principal will record the refusal in Aspen; the principal, in conjunction with the student’s teacher(s), must continue to arrange for school work to be provided to the student to complete during the suspension.
- 1.4 The content of the ASP will depend on the needs of the student, the length of the suspension, and the nature and severity of the behaviour that led to the suspension, including any **mitigating and other factors** (as described in Administrative Procedure 1260 – Student Discipline Procedure).

## 2. Content of the Alternative Suspension Program

- 2.1 As soon as the student or, if the student is not an adult student, the student’s parent/guardian notifies the principal that the student is committed to participating in the ASP, the principal must, within three (3) school days, hold an intake meeting at which:
  - 2.1.1 The principal, appropriate staff, the student and, where possible, the student’s parent(s)/guardian(s) or other significant family member(s) are present;

- 2.1.2 A Student Action Plan (IS-ASP-02) is developed by the principal in cooperation with appropriate staff, the student and, if present, the student's parent(s)/guardian(s) or other significant family member(s);
  - 2.1.3 The student and, if the student is not an adult student, the student's parent/guardian are requested to sign the Student Action Plan (IS-ASP-02) to indicate their commitment to participating in the ASP; and
  - 2.1.4 Copies of the Student Action Plan (IS-ASP-02) are provided to appropriate staff and to the student or, if the student is not an adult student, the student's parent/guardian.
- 2.2 The Student Action Plan (IS-ASP-02) specifies the content of the ASP.
- 2.2.1 In all cases, the ASP must include an **academic component** that allows the student to continue their regular academic program.
  - 2.2.2 For students on a suspension of more than 10 days, the ASP must also include a **non-academic component** to assist the student in the development of positive attitudes and behaviours.
  - 2.2.3 For students on a suspension of 6–10 days, the ASP may include a **non-academic component** if the principal, the student and, if the student is not an adult student, the student's parent/guardian agree that it is appropriate.
  - 2.2.4 For students with special education and/or disability-related needs, support that is consistent with the student's Individual Education Plan must be provided.
- 2.3 If the ASP includes a **non-academic component**, an ASP Child & Youth Worker (CYW) will support students assigned to the ASP by:
- 2.3.1 Providing individualised support that will assist students in making positive changes in their behaviour;
  - 2.3.2 Participating in the intake meeting;
  - 2.3.3 Supervising the student during a designated period of time at a mutually agreed-upon location or virtually;
  - 2.3.4 Collaborating in the development of the Student Action Plan (IS-ASP-02);
  - 2.3.5 Determining appropriate resources, including use of Brightspace resources;
  - 2.3.6 Evaluating and reporting student participation and progress with respect to the Student Action Plan (IS-ASP-02);
  - 2.3.7 Participating in the re-entry meeting; and
  - 2.3.8 Assisting the student in developing skills in the areas of conflict resolution, anger management, critical thinking and problem solving, communication skills, resiliency, etc.
- 2.4 The Student Action Plan (IS-ASP-02) must be filed in the student's Ontario Student Record. Please refer to Administrative Procedure 1330 – Safe Schools Incident Reporting and Record-Keeping for information regarding retention periods.

- 2.5 The principal may use the Principal's Checklist (IS-ASP-01) to facilitate the development and implementation of the Student Action Plan (IS-ASP-02).
- 2.6 The ASP CYW may use the Child & Youth Worker's Checklist (IS-ASP-03) to facilitate the development and implementation of the Student Action Plan (IS-ASP-02).

### **3. Brightspace Resources**

- 3.1 Resources to support a **non-academic component** of the ASP are available in Brightspace.
- 3.2 If the ASP CYW intends to use the Brightspace resources, the principal must request a course shell using the ASP Course Shell Request Form.
- 3.3 For privacy reasons, only one student is to be added to a course shell.

### **4. Student Re-Entry**

- 4.1 If a student participating in the ASP is returning to school following their suspension, the principal must:
  - 4.1.1 Hold a re-entry meeting with appropriate staff, the student and, if the student is not an adult student, the student's parent/guardian (unless the parent/guardian is unable to attend); and
  - 4.1.2 Complete the "Student Re-Entry" section of the Student Action Plan (IS-ASP-02) that is filed in the student's Ontario Student Record.
- 4.2 If a student participating in the ASP is expelled, the Student Action Plan (IS-ASP-02) is to be carried forward into the program for expelled students.
- 4.3 The principal must update the ASP information in Aspen following the student's re-entry or expulsion.