



## AP 4-402 – STUDENT DISCIPLINE AND SUSPENSION

### BACKGROUND

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The Division recognizes that the goals of the student discipline administrative procedure are to support the school staff in maintaining a safe, caring and effective learning environment, and to assist students in developing self-discipline and behaviors that contribute to such an environment.

### PROCEDURES

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1. In all matters pertaining to the suspension/expulsion of students, the provisions of the Public Schools Act, Manitoba Regulations and division policy shall be rigorously followed. Principals and teachers are expected to be fully conversant with the provisions of this section before initiating action.
2. For the purposes of this administrative procedure:
  - 2.1. *Suspension* is the removal of a student from the classroom, school property, school activities, or bus.
  - 2.2. *Expulsion* is the Board-approved removal of a student from the classroom or bus. The length of an expulsion is normally limited to the school year in which an expulsion takes place.
  - 2.3. *Exceptions* – extra-curricular activities, such as team sports, club membership, and field trips outside of school hours, are considered a student privilege. A student's failure to conform to the rules related to the activity may result in the removal of the privilege. This loss of privilege is not considered a suspension under this administrative procedure. If the breach of rules is also a matter for which suspension or expulsion would otherwise be considered, these measures may also be applied.
3. The Principal has disciplinary authority over the conduct of each pupil of the school from the time the pupil arrives at school until the pupil departs for the day, except during any period that the student is absent from the school at the request of his or her parent or guardian.
4. The Principal has disciplinary authority over all pupils of the school on their way to and from school, in terms of their conduct towards one another; and while they are being conveyed to or from school, in a Western School Division bus.
5. Schools will incorporate a continuum of supports including positive and preventative approaches and strategies, as well as consequences corresponding to the nature, severity, and frequency of the behaviour or infraction. The consequences are to be considered in conjunction with the age, grade level, exceptional learning needs, and other factors affecting the individuals to whom this process is applied.
6. Parents of a pupil of compulsory school age or who is attending a school shall cooperate fully with the child's teachers and other employees of Western School Division to ensure the pupil complies with school and Western School Division student discipline and behaviour management policies.
7. A pupil is responsible for complying with the student discipline and behaviour management policies of the school.



8. Parents/guardians have a right to be informed of the discipline and behaviour management policies of the school their child attends, and Western School Division, and to be consulted before the policies are established or revised.
9. Policy on student discipline will be communicated to school division staff, parents, and students at the beginning of each school year or upon the registration or enrolment of new students during the year. This information will be available in school handbooks.

## STUDENT SUSPENSION

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To maximize a student's opportunity to acquire the education necessary to function successfully in today's complex world, it is imperative that each student attend school on a regular basis. Any interruption in student attendance interferes with this ideal.

When a problem occurs with a student, every reasonable effort should be made by teachers and Principals to resolve the problem without requiring the student's absence from school: for example, counselling, detentions, liaison with parents, and in-school suspensions. Nonetheless, when a suspension becomes necessary procedures outlined below will be followed:

The Principal of any school may suspend a student who persists in conduct, which is deemed to be injurious to the welfare of the school. This suspension is not to exceed a period of five days, unless specifically approved by the Superintendent of Schools. Schools will offer and arrange alternative programming for students who are suspended for more than five days.

A teacher in a school may suspend from their class, for a period of not more than two days, a student who engages in conduct that the teacher considers detrimental to the classroom learning environment or the school's code of conduct.

When the suspension is a school suspension, the parents or guardian shall be notified by the Principal or designate by telephone or in person, as soon as possible, followed by written notification within 24 hours, setting out:

- a) the student's name;
- b) the length of suspension;
- c) the act or conduct for which the student is being suspended; and
- d) the terms of readmission to school including re-entry meeting and dates.

Schools will keep records on the nature and duration of all suspensions, both in-school and out of school. Written plans will be developed for students who have been suspended out of school more than two times during a school year.

Principals will:

- 1) Develop categories of the reasons for which a student may be suspended.
- 2) Ensure that each suspension is categorized accordingly.
- 3) Ensure that the total number of pupils suspended and the duration of suspensions are tabulated for each category.
- 4) Offer and arrange alternative programming for students who are suspended for more than five days.



The Superintendent of Schools shall be informed of the suspension by the school Principal by email, followed up with a signed copy of the letter of suspension sent to parents.

If the suspended student rides a bus, the Supervisor of Operations must also be notified so that the student in question does not continue using the bus as a personal transportation service. The Supervisor of Operations will inform the appropriate Bus Driver of the student being suspended and duration.

The Board has authorized the Superintendent of Schools to suspend, for a period up to six weeks, a student who persists in conduct which is deemed injurious to the welfare of the school.

Suspension data shall be reported to the Board on an annual basis by the Superintendent of Schools.

Prior to a student's return to class after a suspension, the Principal shall meet with the student to discuss expectations and to establish a climate that will enhance the prospect of a successful re-entry to the program.

A teacher who suspends a student from a class must promptly document and report the suspension to the Principal, who must keep a record of each suspension. The Principal shall ensure that the parent is promptly informed, by the teacher, with the reasons for the suspension.

If at any time the Superintendent is of the opinion that a teacher has repeatedly suspended an individual student from a class for reasons that are not justified, or has repeatedly exercised his or her right to suspend students in a manner or for reasons that are not justified, the Superintendent may recommend that the Board may limit or place conditions on the teacher's right to suspend either with respect to an individual student or generally. (M.R. 468/88-(40.3) (40.4))

## EXPULSION OF STUDENTS

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Expulsion is defined as an exclusion from school by Board motion for a period of longer than six weeks.

In accordance with section 48 (4) of the PSA, the Board has the authority to expel any student from schools in Western School Division on the grounds that his or her conduct is deemed injurious to the welfare of the school. When expulsion is being considered, the following process must occur:

- a) the expulsion has been recommended by the Principal and supported by the Superintendent of Schools;
- b) the student and parent or guardian (or student if aged 18 or over) have been notified in writing of:
  - i) the recommendation of the Principal and Superintendent of Schools; and
  - ii) the right of the student and parent or guardian (or student if aged 18 or over) to make a presentation at a hearing to be conducted by the Board;
- c) the Principal of the student has been notified and requested to appear at the hearing to be conducted by the Board;
- d) such a hearing has been conducted.

Schools will offer and arrange alternative programming for students under the age of 18 who are expelled.

An expelled student may, on written appeal from the parent or guardian (or student if aged 18 or over) be considered for re-entry to a Western School Division school at a future date.



If the expelled student rides a bus, the Supervisor of Operations must also be notified so that the student in question does not continue using the bus as a personal transportation service. The Supervisor of Operations will inform the appropriate Bus Driver of the student being expelled.

**Reference:**

The Public Schools Act, Sections 47.1(1), 47.1(2), 48(4), 58.6, 58.10, 96(c)(f)  
Manitoba Regulation 468/88R, Sections 28, 32, 33, 39, 40.3-40.8, 40.10, 40.12  
Manitoba Regulation 465/88R, Section 13  
Manitoba Regulation 77/05, Section 6  
The Education Administration Act, Section 4(1)(d)  
School Administration Handbook Topics C2, C5, D1, E2 and S12

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