

The Frontier School Board of Trustees is committed to a safe learning and working environment for all students and staff. In order to maintain such an environment, suspensions of students are sometimes necessary. The suspension of a student is considered a very serious course of action and is in response to student behaviour that is severe, dangerous and poses a risk or threat to other students and/or staff.

Student suspensions include in-school suspensions, suspension of bus riding privileges, and suspension from school:

- An in-school suspension means that a student is excluded from attending any or all classes and participating in school activities for a specified period of time. Schools shall make every effort to provide supervision and class work for the suspended student.
- A student may be suspended from traveling on a school bus whenever the student's behaviour on or near the bus is unacceptable and places the safety and welfare of other students at risk. A student who is suspended from traveling on a school bus may be allowed to attend school.
- A student suspended from school may be temporarily barred from attending school, being on school property and participating in school activities. The duration of the suspension can range from one day to up to seven weeks. Regulations G.1.B-R that follow refer to suspensions from school.

In accordance with provincial statutes, the Board of Trustees authorizes principals, Area Superintendents and the Chief Superintendent to suspend students from attending school. In such circumstances, provincial legislation and the attached regulations regarding the suspension procedure must be followed. Excerpts from *The Public Schools Act* and *The Education Administration Act* are attached as Exhibit G.1.B-EX1. Principals must review the legislation, and this policy and regulation annually with their staff and school committees in conjunction with the annual review of the school's Code of Conduct and Emergency Response Plan.

The Board of Trustees believes there are a range of behaviours that must be addressed through alternatives to suspensions. Each school is required to develop a planned approach to alternatives to suspensions and to include this plan in the school's Code of Conduct. Alternative approaches will vary from community to community but may include school or community service, restitution, healing circles and mediation.

The Board of Trustees requires that for all suspensions of five days or more, the Principal, in consultation with school staff, shall develop and implement a re-entry plan for the student. The intent of such a plan is to increase the opportunities for the success of the student as he/she resumes his/her educational program.

Information: [The Public Schools Act](#) (Exhibit G.1.B-EX1)
[The Education Administration Act](#) (Exhibit G.1.B-EX1)
School Code of Conduct
School Emergency Response Plan

Adopted September 1, 2009		
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1. General Guidelines

In accordance with *The Public Schools Act* and *The Education Administration Act*, general guidelines for suspensions are as follows.

- a. A Principal may suspend a student from school for a period of not more than one week (five days).
- b. A Principal may recommend a suspension longer than one week to the Area Superintendent.
- c. An Area Superintendent, when authorized by a resolution of the Board of Trustees, may suspend a student for a maximum of six weeks in addition to the suspension by the Principal.
- d. A student under 18 years of age and with the support of a parent/guardian may appeal a six week suspension. Students over 18 years of age may appeal on their own behalf and the presence of a parent/guardian is not required.

2. Suspension Procedures

- a. The Principal shall attempt to phone or contact the parent/guardian at the time of suspension or as soon as possible.
- b. Within 24 hours of the suspension, the Principal shall send the parents/guardians a letter containing the following information:
 - i. reason(s) for the suspension,
 - ii. duration of the suspension,
 - iii. details for a meeting with the Principal.
- c. Also within 24 hours, the Principal shall provide the Area Superintendent and the Chief Superintendent with a copy of the letter detailed in A.2 above. The Principal shall advise the school committee of the suspension at the next regular meeting of the committee, unless extenuating circumstances require earlier notice.
- d. In circumstances where a student has been suspended for more than one week (five days), the school shall develop a re-entry plan for the student. The intent of the plan is to increase the student's opportunities for success. The Principal may develop a re-entry plan for students who have been suspended for less than five days.
- e. The Principal shall report all suspensions to the school committee on the approved form. (See Exhibit G.1.B-EX2) The reporting procedure is as follows:

- i. A report will be made to the school committee using the form attached (Exhibit G.1.B-EX2) in order for:
 - the school committee to fulfill its legislated role related to reviewing all school policies and procedures, and
 - the school committee may be prepared to provide a recommendation to the Board of Trustees related to possible further action.
- ii. The Principal shall provide an analysis of the suspensions to the school committee.
- iii. The suspension report may be provided verbally, or through hardcopy materials or on electronic screen. All hardcopy materials will be collected following the report. All discussions related to student suspensions are to be held in-camera and are confidential.

3. Appeal Procedures - Suspension of a Student by the Principal

- a. Following the meeting with the Principal, the student/parent may appeal the suspension to the Area Superintendent.
- b. As soon as possible following the request, the Area Superintendent shall call a meeting of the Principal, the suspended student, the parents/guardians, and the local school committee. This meeting may be conducted in person or through video- or tele-conference. This meeting shall be held in-camera.
- c. The participants will be allowed to set out facts, observations and points of view.
- d. The Area Superintendent will make a decision on the appeal following the appeal, and normally within a twenty-four hour period.
- e. All hardcopy materials and any discussions related to the student suspension must be considered confidential.

4. Appeal Procedures - Suspension of a Student by the Area Superintendent

- a. Where the Area Superintendent has suspended the student for a period not exceeding six weeks, the student/parent may appeal the suspension to the Chief Superintendent.

- b. As soon as possible, the Chief Superintendent shall call a meeting of the Area Superintendent, the Principal, the student, the parent/guardians and the local school committee. This meeting may be conducted in person or through video- or tele-conference. This meeting shall be held in-camera.
- c. The participants will be allowed to set out facts, observations and points of view.
- d. The Chief Superintendent will make a decision on the appeal following the appeal normally within a twenty-four hour period.
- e. All hardcopy materials and any discussions related to the student suspension must be considered confidential.

Information: [The Public Schools Act](#) (See exhibit G.1.B-EX1)
[The Education Administration Act](#) (See exhibit G.1.B-EX1)

Adopted September 1, 2009

Revised October 21, 2011

The Public Schools Act

4(1) For the purpose of carrying out the provisions of this Act according to their intent, the minister may make such regulations and orders as are ancillary thereto and are not inconsistent therewith; and every regulation or order made under, and in accordance with the authority granted by, this section has the force of law; and without restricting the generality of the foregoing the minister may make regulations ...

(d) respecting the suspension of pupils, including

- (i) authorizing a teacher to suspend a pupil from a classroom,
- (ii) authorizing a Principal, a teacher acting as a Principal and the superintendent of schools to suspend a pupil from school,
- (iii) providing for the circumstances under which pupils may be suspended, the periods of suspension that may be imposed, and for any other matter related to suspensions;

48(4) Subject to the regulations and notwithstanding any other provision of this Act, a school board may suspend or expel from a school any pupil who, upon investigation by the school board, is found to be guilty of conduct injurious to the welfare of the school.

58.6 Subject to the provisions of this Act and the regulations, a person who is resident in Manitoba is entitled to enrol his or her child in a program in any school in Manitoba and to ...

- (g) accompany his or her child and assist him or her to make representations to the school board before a decision is made to expel the child.

259(1) In accordance with this Act, a person who is six years of age or older on December 31 in a year has the right to attend school from the beginning of the fall term of that year until

- (a) the last school day of June in the year in which the person becomes 21 years of age; or
- (b) the day the person receives a graduation diploma as defined in the regulations; whichever comes first.

The Education Administration Act:

Education Administration Miscellaneous Provision Regulation (C.C.S.M. c. E10), Regulation 468/R

Teacher may suspend from classroom

40.3(1) Subject to section 40.4, a teacher in a school may suspend from the classroom, for a period of not more than two days, a pupil who engages in conduct

- (a) that the teacher considers detrimental to the classroom learning environment; and
- (b) if the school has adopted a code of conduct, that contravenes that code. (M.R. 68/97)

40.3(2) A teacher who suspends a pupil must promptly document and report the suspension to the Principal who must keep a record of each suspension. (M.R. 68/97)

40.3(3) *The Principal shall ensure that the parent is promptly informed of a suspension under this section and the reasons for the suspension. (M.R. 68/97)*

School board may limit teachers' right to suspend

40.4 *If at any time the school board is of the opinion that a teacher*

(a) has repeatedly suspended an individual pupil from the classroom for reasons that are not justified; or

(b) has repeatedly exercised his or her right to suspend pupils from the classroom in a manner or for reasons that are not justified;

the board may limit or place conditions on the teacher's right to suspend under section 40.3 either with respect to an individual pupil or generally. (M.R. 68/97)

Principal may suspend from school

40.5(1) *A Principal may suspend from school a pupil who engages in conduct that the Principal considers injurious to the school's welfare or educational purpose. (M.R. 68/97)*

40.5 (2) *A Principal may suspend a pupil for a period of not more than six weeks, except that in a school division or district that has a superintendent, the school board may, by resolution, prohibit a Principal from suspending a pupil for more than one week without the superintendent's approval. (M.R. 68/97)*

Superintendent may suspend from school

40.6 *When a school division or district has a superintendent, the superintendent may, when authorized by a resolution of the school board, suspend for a period of not more than six weeks a pupil who engages in conduct that the superintendent considers injurious to the school's welfare. (M.R. 68/97)*

Notice to parent

40.7 *A Principal or a superintendent who suspends a pupil from school shall promptly inform the pupil's parent of the suspension and the reasons for the suspension. (M.R. 68/97)*

Review of suspensions by school board

40.8(1) *Within 24 hours of a pupil being suspended from school, the Principal of the school or the superintendent who suspended the pupil must give the school board or its designate a written report setting out the pupil's name, the period of suspension, and a description of the conduct for which the pupil was suspended. (M.R. 68/97)*

40.8(2) *If a report under subsection (1) concerns the suspension of a pupil for more than five days, the school board shall permit the parent of the suspended pupil and the suspended pupil to make representations to the school board about the suspension and the school board may confirm or modify the suspension or may reinstate the pupil. (M.R. 68/97)*

Statistics re suspensions

40.9 *Every Principal must*

(a) develop categories of the reasons for which a pupil may be suspended; and

(b) ensure that

(i) each suspension is accordingly categorized, and

(ii) for each category, the total number of pupils suspended and the duration of suspensions are tabulated. (M.R. 156/2005)

Where suspension exceeds five days

40.10 A Principal must ensure that educational programming is available to a pupil who has been suspended for more than five days. (M.R. 156/2005)

Alternative programming

40.11 Despite being expelled, a school board must ensure that educational programming is made available to a person under the age of 16 who is otherwise entitled to attend a school in the division or district, as provided under section 259 of The Public Schools Act. (M.R. 156/2005)

Special needs of pupil to be taken into account

40.12 Every teacher, Principal, superintendent and school board must ensure a pupil's special needs, if any, are taken into account when deciding whether to suspend, expel or otherwise discipline a pupil. (M.R. 156/2005)

Adopted September 1, 2009		
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STUDENT SUSPENSION REPORT

Exhibit G.1.B-EX2

1. The Principal will provide this report to the School Committee on a monthly basis.
2. The report shall be provided verbally, on hard copy or on an electronic screen. All information is confidential and all hard copy materials are to be collected by the Principal following the report.

School _____ Date _____

Period covered by report From _____ To _____

Name	Grade	Age	Infraction	Suspension Duration	Follow-up, If Any

Principal Signature

and/or

Vice-Principal Signature

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