



POLICY: JGD
SUBJECT: SUSPENSION OF STUDENTS
APPROVAL DATE: July 22, 1986
REVISION DATE: August 25, 1992
February 26, 2001
October 6, 2003, February 20,
2006, April 17, 2023

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1. GENERAL

- 1.1 In accordance with the Public Schools Act, school boards are required to ensure that each student is provided with a safe and caring school environment that fosters and maintains respectful and responsible behaviours.
- 1.2 The Winnipeg School Division (WSD) is committed to the safety of all staff and students in school and during authorized school functions.
- 1.3 WSD recognizes that the development of social skills, inclusive environments, respect for others and positive relationships with peers and adults, are components of the educational process.
- 1.4 The Board of Trustees supports staff in the maintenance of proper conduct and providing a safe learning environment within the schools.
- 1.5 WSD will incorporate a continuum of supports including restorative practices, positive and preventative/intervention approaches and strategies as outlined in the Provincial Code of Conduct and Safe and Caring Schools documents.
- 1.6 The Winnipeg School Division (WSD) shall strive to provide a safe learning and work environment for students and staff.
- 1.7 The use of suspension as one possible consequence for behaviour will be considered in conjunction with factors such as the overall behaviour management plan of the school, age of the student, the ability of the student to understand the significance of a suspension, the welfare of other students and the Individual Education Plan as applicable.
- 1.8 Prior to the use of formal suspension and depending upon the circumstances, a student may be sent home for the balance of the day with a warning and notification to the parents/guardians. If inappropriate behaviours continue, a student may be suspended for one to five additional days with the requirement that they return accompanied by a parent/guardian. The Chief Superintendent/CEO or designate may suspend a student not to exceed six weeks.
- 1.9 In accordance with the Public Schools Act, after all efforts have been made within the school to maintain a safe learning environment, the Board shall authorize the suspension or expulsion of students whose conduct, upon investigation, is considered to be injurious to the welfare of the students, staff or other persons within the school.
- 1.10 In very serious offenses, immediate suspension may be appropriate.
- 1.11 All students and parents/guardians will have received prior notification of which behaviours may result in immediate suspension during their orientation to the school at the beginning of the year or upon registration of new students.



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2. DEFINITIONS

2.1 Restorative Practices

Restorative Practices in the classrooms allows school administrators to exercise flexibility and encourage dialogue between students rather than implementing disciplinary measures. The purpose is to build healthy school communities and restore relationships, and repair harm.

2.2 Social Media

Social media refers to website and applications that enable students, staff and parent councils to communicate, share and create content or to participate in social networking. Students and staff may have a Division approved social media account.

2.3 Cyber Bullying

Cyber Bullying is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites or email.

2.4 Unacceptable Conduct

Unacceptable conduct includes abusing another student physically, sexually, or psychologically, verbally, in writing, or otherwise. It also includes bullying another student.

2.5 Bullying

Bullying is a behavior that is intended to cause, or should be known to cause fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behavior that is intended to create, or should be known to create, a negative school environment for another person.

Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically (but need not be) repeated behavior.

It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication (referred to as cyberbullying), including social media, text messages, instant messages, websites, or email.

2.6 Expulsion

The removal of a student from all schools of a school division permanently, at the discretion of the school board.

3. RESTORATIVE PRACTICES

- 3.1 If a student breaches the Code of Conduct, the Principal must consider what positive behavior supports could be offered to the student to help support the student and the social-emotional and communication skills needed to manage themselves, resolve conflict and develop healthy behavior.



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4. CODE OF CONDUCT

4.1 Each school shall ensure the policy for behaviour management incorporates:

- a) A Code of Conduct for students and staff behaviour that is consistent with the (WSD) Code of Conduct;
- b) A process for dealing with inappropriate behaviour which identifies who will be responsible at each stage of the process; and
- c) A mechanism to inform parents, students and staff on an annual basis of the expectations for behaviour during school hours and/or school sponsored activities.

4.2 In accordance with PSA Section 47.1(2), each school's Code of Conduct will include:

- a) A statement that students and staff must behave in a respectful manner and comply with the Code of Conduct;
- b) A statement that the following are unacceptable:
 - Abusing physically, sexually, or psychologically – verbally, in writing or otherwise – any person;
 - Bullying;
 - Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*;
 - Using, possessing or being under the influence of alcohol, cannabis (marijuana) or illicit drugs at school.
- c) A statement that the following will not be tolerated on school sites:
 - Gang involvement;
 - Possessing a weapon, as “weapon” is defined in section 2 of the *Criminal Code* (Canada).
- d) A statement that students and staff must adhere to school board policies and the provisions of the Code of Conduct respecting the appropriate use of:
 - The Internet, including social media, text messaging, instant messaging, websites and e-mail;
 - Digital cameras, cell phones and other electronic or personal communication devices identified in the Code of Conduct or the policies of WSD.
- e) The disciplinary consequences, in as much detail as is reasonably possible, of violating the Code of Conduct, and the process for appealing disciplinary decisions; and meet any other requirements prescribed by regulation under *The Education Administration Act*.

5. PREVENTION/INTERVENTION

5.1 WSD will engage in preventative practices and promote social responsibility and positive behavior as outlined in the Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences rather than implementing negative consequences.

5.2 WSD will incorporate a continuum of supports including positive and preventative approaches and strategies.

5.3 WSD may use restorative practices in determining appropriate consequences for breaches of WSD policies and the Code of Conduct as outlined in the Provincial Code of Conduct.

5.4 Alternative approaches may include school or community service, restitution, healing circles and mediation.



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6. ALTERNATIVE TO OUT OF SCHOOL SUSPENSIONS

- 6.1 Schools will use a progressive discipline approach combined with early and ongoing interventions to promote positive student behaviour.
- 6.2 Schools will consider a range of options to determine the most appropriate way to respond to each situation and help students learn from their choices.
- 6.3 Depending on the offence, schools will consider the appropriateness of in-school suspension rather than out-of-school.
- 6.4 Schools will incorporate practices as an alternative to out of school suspensions, where appropriate.
- 6.5 A Restorative practices approach may be used as a strategy to reduce the length of the suspension in circumstances, as appropriate.
- 6.6 Schools will use Positive Behavioral Interventions and Supports to establish behavioral supports and positive social culture.

7. SUSPENSION

- 7.1 Offenses for which a student may be suspended include but are not restricted to:
 - a) Weapons (threat, attack);
 - b) Physical assault (staff and students);
 - c) Verbal assault (staff and students);
 - d) Substance use/abuse (use/possession of cannabis or illegal drugs, alcohol and tobacco except for Indigenous cultural purposes; abuse of controlled substances);
 - e) Property damage;
 - f) Misconduct (conduct considered detrimental to the learning environment which is not included in the above);
 - g) Inappropriate use of the internet, cellphones, digital cameras, email, text messaging or personal devices;
 - h) Bullying including cyber bullying or abusing physically, sexually or psychologically in writing or verbally;
 - i) Gang involvement;
 - j) Discriminating against any characteristics as outlined in Section 9(2) of the Manitoba Human Rights Code.
- 7.2 In instances where the decision to suspend a student has been made by the Principal, the Principal will:
 - a) Notify the parents/guardians by telephone whenever possible and in writing as to reasons for suspension and duration;
 - b) Inform the parents/guardians that a meeting with the Principal is required prior to re-entry to clarify expectations for re-entry;
 - c) If the student is eighteen years of age or over, meet with the student to clarify expectations for re-entry;
 - d) Provide the Director with such information as may be required should a suspension from school be challenged.



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8. IN-SCHOOL SUSPENSIONS

- 8.1 The primary purpose of an in-school suspension is to offer a structured, supervised program to suspended students in lieu of an out-of-school suspension. The student who is assigned to the in-school suspension will be in an educational environment with restricted contact with their peers.
- 8.2 Each school is required to develop an in-school suspension protocol including specific restriction from an area of the school as part of the school's behaviour management plan and to maintain records on the nature and duration of all in-school suspensions.
- 8.3 A student may appeal to the Principal three or more in-school suspensions by a Teacher. The Principal may limit the number of in-school suspensions assigned by a Teacher or the number assigned to an individual student.

9. OUT-OF-SCHOOL SUSPENSIONS

- 9.1 The Principal has the authority to approve out of school suspensions within the following parameters:
- a) The Principal should exercise discretion and compassion in determining the need for the suspension of students from school, taking into consideration the student's special needs;
 - b) Depending on the offense, students and parents/guardians should be provided with a verbal warning that the repetition of certain conduct will result in suspension;
 - c) The Principal shall ensure that educational programming is made available to a student who has been suspended for more than 5 days taking into consideration the student's age, amount of support required and ability to work independently.

10. NOTIFICATION OF OUT OF SCHOOL SUSPENSIONS

- 10.1 In cases of suspension of students that are one day or more in length, the Principal must notify the parents/guardians by telephone whenever possible, and in writing, including a statement of cause, immediately upon suspension.
- 10.2 In the case of elementary and middle years students, if parents/ guardians have been notified and are not available on the day of the incident for which the child is being suspended, the Principal will provide notice to the parent/guardian that the suspension will commence on the following day.
- 10.3 Within 24 hours of a suspension, the Principal must inform the Director of the name of the student who has been suspended for one day or longer, the period of suspension, and the acts or conduct for which the student was suspended.
- 10.4 In accordance with Public Schools Act, after all efforts have been made within the school to maintain a safe learning environment, the Board shall authorize the suspension or expulsion of students whose conduct, upon investigation, is considered to be injurious to welfare of the school or other persons within the school.



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11. RESPONSIBILITY

11.1 Chief Superintendent/Chief Executive Officer (CEO)

In accordance with the regulations under the Public Schools Act, the Chief Superintendent/CEO or designate shall be authorized to suspend students from school for a period not to exceed six weeks.

In special circumstances, the Chief Superintendent/CEO or designate shall have the authority to assign the suspended student to another school irrespective of the place of residence of the student if, in their judgment, the welfare of the child or of other children requires such assignment.

The Chief Superintendent/CEO or designate shall provide all schools with categories for suspensions and guidelines including appropriate durations of the suspension for each category of unacceptable behaviour.

11.2 Principal

In accordance with the regulations under the Public Schools Act, the Principal shall be authorized to suspend a student from school for a period not to exceed 5 days unless approved by the Superintendent of Education Services.

The Principal shall provide the students and parents/guardians at the beginning of each school year and upon registration of new students, with information on the school's Code of Conduct, including acts or conduct for which suspensions may result.

The Principal shall immediately suspend any student who has physically assaulted instructional and/or support staff.

Within 24 hours of suspension, the Principal must inform the Director of the name of the student who has been suspended for one day or longer, the period of suspension, and the acts or conduct for which the student was suspended.

11.3 Students

Students are expected to:

- a) Attend school and classes regularly and punctually;
- b) Comply with discipline and behaviour management policies;
- c) Behave in a respectful manner and comply with the school Code of Conduct;
- d) Complete assignments and other related work required by Teachers or other employees of the school division;
- e) Treat with respect school property and the property of others who are employed at or attending the school;
- f) Assume responsibility if they destroy, damage, lose, or convert by an intentional or negligent act on school or WSD property;
- g) A student has the right to be accompanied by a parent or other adult to assist and make representations to the school board before a decision is made to expel.



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11.4 Parents

Parents/Guardians are expected to:

- a) Cooperate fully with Teachers and the school/division employees to ensure their child complies with the discipline and behaviour management policies and the school's Code of Conduct;
- b) Take all reasonable measures to ensure the child attends school regularly;
- c) Assume responsibility for the child where school/WSD property is damaged, lost, or converted by the intentional or negligent act of that child. (Note: Teachers and students whose personal property is damaged or lost may bring action under *The Parental Responsibility Act*);
- d) Be informed of the discipline and behaviour management policies of WSD and to be consulted before the policies are established or revised;
- e) Accompany their child and assist them to make representations to the Board of Trustees regarding a suspension of more than five days or before a decision is made to expel the child.

12. APPEAL

- 12.1 In accordance with the Public Schools Act, parents/legal guardians and/or students may make representation to the Board of Trustees about extended suspensions or expulsions. The Board of Trustees may confirm the suspension/expulsion, modify it or reinstate the student if applicable.