

SUPPORTING STUDENT BEHAVIOUR -SUSPENSION OF STUDENTS

Pembina Trails School Division is dedicated to educational excellence through challenging and enriching experiences for all, in a safe and caring community.

Pembina Trails School Division is committed to fostering inclusion for all students (MEECL, [Standards for Appropriate Educational Programming in Manitoba 2022](#)). Under [The Public Schools Act \(PSA\)](#), the [Education Administration Act Manitoba](#), and Pembina Trails School Division Policy IFC [Inclusion and Appropriate Educational Programming](#), all students in Manitoba have a right to appropriate educational programming in a safe, caring, and inclusive environment that fosters and maintains respectful and responsible behaviours with dignity and respect. This supports Pembina Trails School Division Regulation and Exhibit-JKD-R and JKD-E.

When supporting and responding to student behaviour, students' unique needs and developmental stage and age will be considered in order to provide opportunities for learning and growth that maintain a student's dignity and promote healthy and positive relationships with others. Pembina Trails pedagogy, practices and strategies to support a student's behaviour will be informed by current educational and behavioural research and will comply with:

- [The Public Schools Act \(PSA\)](#),
- The [Education Administration Act Manitoba](#),
- [Appropriate Educational Programming Regulation 155/2005](#)
- [Safe and Caring Schools A Policy Directive Enhancing Proactive Supports to Minimize the Use of Seclusion 2021](#)
- [Manitoba Education: Standards for Appropriate Educational Programming 2022](#)
- [The Safe Schools Charter Various Acts Amended](#)
- [The Accessibility for Manitobans Act](#)
- [The Human Rights Code Manitoba](#)
- [The United Nations General Assembly Convention on the Rights of the Child](#)
- [The Workplace Safety and Health Act](#)
- [Policy JICM ARTO ARTS - Student Threat/Risk Assessment](#)

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- Safe and Caring Schools: A Policy Directive Enhancing Proactive Supports to Minimize the Use of Suspension
- Policy JIC Student Standard of Behaviour: Creating a Safe, Caring & Inclusive Learning Community

Pembina Trails School Division recognizes that it has a responsibility to maintain safe and caring communities for all students and employees. The division's understanding of student behaviour is that a student's specific behaviours are predictable and understandable when we examine the student's previous experiences, diagnosis, skills and the context (situational demands) in which the behaviour occurs. (Policy JIC Student Standard of Behaviour: Creating a Safe, Caring & Inclusive Learning Community, A Standard of Behaviour for the Pembina Trails School Division). When a student's conduct or behaviour is found to be injurious to the school environment and/or deemed an imminent safety risk to students or staff, the The Public Schools Act (PSA), and the Appropriate Disciplinary Consequences in School Regulation (M.R. 92/2013) permit the use of suspension.

Pembina Trails School Division acknowledges the authority of principals, teachers and superintendents to suspend a student. Periods of suspension apply to both in-school and out-of-school suspensions.

The student discipline Regulation JKD-R Supporting Student Behaviour - Suspension of Students Procedures will be communicated to school staff, parents/guardians/caregivers and students at the beginning of each school year or upon the registration or enrolment of new students during the year.

Suspension authority shall be:

- a) The Principal: The Principal or designate may suspend a pupil for a maximum of five days from class, from school, or from riding a school bus; or may reinstate a pupil so suspended.
- b) The Superintendent: The Superintendent may support or deny the Principal's recommendation regarding a pupil's suspension beyond the five (5) day limit, but may not approve a suspension of more than six weeks.

Parents/Guardians/Caregivers Notification

In the event of a student suspension covered by this policy, the parents/guardians/caregivers shall be informed by the Principal or designate by telephone and in writing. Within 24 hours following the decision to suspend, the Principal or designate will give the Superintendent/CEO or designate a written report that includes the following:

- The student's name
- The period of suspension
- A description of the behaviour for which the student was suspended. The report must be entered in the school division's Student Information System within 48 hours of the suspension.
 - Date(s), including the expected date of return to classroom learning with peers.

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- Location of alternative supervised learning environment
- Expectations for contact with professional staff (who, when, purpose)
- Expectations for non-structured times (e.g., lunch/breaks, extracurricular, transportation, arrival/dismissal), noting any restrictions to peers/activities.
- A structured plan outlining the appropriate educational programming the student is to be engaged in during the suspension.
- Details of the re-entry process
- A meeting with the student and parent/guardian/caregiver prior to the date of re-entry to communicate expectations and to develop strategies to repair relationships.

In the event that a student is suspended for more than five (5) days, the parents/guardians/caregivers shall be advised of the right to appeal. All student suspensions shall be reported using JKD-E, Student Suspension Form according to the processes described in Suspension of Student JKD-R.

DEFINITIONS:

Out of School Suspension

The suspension of a student from school, as authorized under Section 48 (4) of *The Public Schools Act*, is a formal separation for a predetermined length of time following a happening of such severity by the student that the student's presence at school is detrimental to the welfare of the student, other students or other personnel.

For purposes of this policy:

- Out of school suspension (OSS) means "An instance in which a student is dismissed from school for disciplinary purposes for finite period of time when their peers are expected to be in attendance" (MEECL, Standards for Appropriate Educational Programming in Manitoba 2022) p. 25)
- Policy JIC Student Standard of Behaviour: Creating a Safe, Caring & Inclusive Learning Community

The period of suspension should be sufficient for the Principal or designate to organize appropriate meetings with parents/guardians/caregivers and support staff in order to find a suitable approach to issue(s) but in any case, the suspension by the Principal or designate must not exceed five (5) days. If the student is 11 years old or younger or is unable to care for themselves, the Principal or designate will not send the child home without provision for adult supervision. Note suspension or exclusion of a student will include: exclusion time-outs, being sent home early, detentions.

In School Suspension

When a suspension becomes necessary, efforts will be made to accommodate the suspension of the student at an in-school location.

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In-School Suspension (ISS): “An instance in which a student is temporarily removed from their regular classroom(s) for at least half a school day for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as student(s) under their supervision” (MEECL, Standards for Appropriate Educational Programming in Manitoba 2022) p. 24).

Suspension of Bus Riding Privileges

Principals or designates have the authority to suspend a student’s bus riding privileges whenever the student’s behaviour on or near the bus is unacceptable, and or the student’s behaviour places the safety and welfare of self or others at risk. (Standard of behaviour Bus Ridership and Applying the Standard of Behaviour to Bus Ridership and Creating a safe, caring and inclusive learning community to and from school events, 2024.)

Suspension of a student from travelling on a school bus may be used independently from attendance at school.

Suspension from Class Attendance

A teacher under Regulation 68/97 of The Education Administration Act, may suspend from the classroom a student who engages in conduct considered detrimental to the classroom learning environment and contravenes the Division’s Standard of Behaviour and school expectations. Such suspensions shall be limited to not more than two days.

A teacher who suspends a student from the classroom must at the earliest opportunity:

- arrange for the supervision of the student during the period of suspension;
- supply class work when reasonable for the student to complete during the time of suspension; and
- document and report the suspension to the Principal or designate, and shall notify the parents/guardians/caregivers of the suspension.

A teacher shall not have authority to extend a classroom suspension of a student to any other teacher’s classroom.

Seclusion

Seclusion is the involuntary confinement of a student alone in a room or area where the student cannot freely exit or is physically prevented from leaving. (Manitoba Education Safe and Caring Schools)



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Seclusion is a safety response. It is never used as punishment, consequences, disciplinary action, or a way to force compliance. (Policy JKD: Supporting Student Behaviour and Policy JICDAA Supporting Student Behaviour - Physical Restraint and Seclusion).

Expulsion

Expulsion of a student from school is a very serious action, which only the Board (with the consult of the Principal or designate) may decide. A student who has been expelled may not attend any school in the Division as per Policy JKE-R.

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