



POLICY:
SUBJECT:
APPROVAL DATE:
REVISION DATE:

JGD
SUSPENSION OF STUDENTS
July 22, 1986
August 25, 1992
February 26, 2001
October 6, 2003, February 20, 2006
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1. GENERAL

The Board of Trustees of The Winnipeg School Division shall support the instructional staff in the maintenance of proper conduct and a safe learning environment within the schools in the Division through the establishment of expectations for appropriate conduct, the implementation of programs for pro-social skill development and the development of a range of consequences for inappropriate behaviour.

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 school or other persons within the school.

2. AUTHORITY - OUT OF SCHOOL SUSPENSIONS

- 2.1 In accordance with the regulations under the Public Schools Act, a principal shall be authorized to suspend a student from school for a period not to exceed 5 days unless approved by the Superintendent.
- 2.2 In accordance with the regulations under the Public Schools Act, the Superintendent shall be authorized to suspend students from school for a period not to exceed six weeks.
- 2.3 In special circumstances, the superintendent shall have the authority to assign the suspended student to another school irrespective of the place of residence of the student if, in his/her judgment, the welfare of the child or of other children requires such assignment.

3. OUT-OF-SCHOOL SUSPENSIONS - PARAMETERS

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) 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 discipline policy, including acts or conduct for which suspensions may result.
- (c) 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.
- (d) 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.



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4. NOTIFICATION OF OUT OF SCHOOL SUSPENSIONS

- 4.1 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.
- 4.2 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.
- 4.3 Within 24 hours of a suspension, the principal must inform the superintendent 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.
- 4.4 The Chief Superintendent shall provide the Board of Trustees with a summary of suspensions in a confidential memorandum on a monthly basis, such reports to include the number and percentage of suspensions in each category, the number of suspensions by category for the previous two years and the cumulative total.

5. ESTABLISHMENT OF CATEGORIES AND GUIDELINES

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

6. Immediate suspension shall result from the physical assault on instructional and support staff.



**ADMINISTRATIVE RULE/
PROCEDURE** **JGD-R**
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Rules and regulations governing the suspension of students as determined by the Chief Superintendent.

1. GUIDELINES FOR SUSPENSION

- 1.1 Offenses for which a student may be suspended include but are not restricted to:
- (a) weapons (possession, threat, attack)
 - (b) physical assault (staff and students)
 - (c) verbal assault (staff and students)
 - (d) substance use/abuse (use/possession of illegal drugs, alcohol and tobacco; 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
- 1.2 In determining the duration of the suspension of a student, the following factors should be taken into consideration:
- (a) severity of the offense
 - (b) whether the student was responsible for or was a participant in the offense
 - (c) whether the student had been suspended previously for a similar offense.
 - (d) age of the student
 - (e) ability of the student to understand the consequences of his/her actions.
- 1.3 Dependent upon the factors identified in 1.2, the following are guidelines for the duration of suspensions:
- Initial suspension - 1 - 3 days
 - Subsequent suspension - 3 - 5 days.
 - Physical assault (causing bodily harm) - minimum 5 days
 - Threatening or attack with weapon - minimum 5 days
 - Trafficking in illegal drugs - minimum 5 days

Suspensions for less than one full day should be recorded but are not submitted to the Superintendents.

- 1.4 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 superintendent with such information as may be required should a suspension from school be challenged.
- 1.5 Requests for suspension from school of students for a period longer than 5 days are to be forwarded to the superintendent for consideration outlining the reasons for the request and actions taken by the school to address the situation. No action on the request should be taken until approval from the superintendent has been received. Once approved the principal shall inform the parent/guardian in writing of the approval of the extension and the date when the student can return.



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2. In-School Suspension

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 his/her peers.

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.

2.1 Structure of In-School Suspension

The structure of an in-school suspension should include the following:

- (a) a specific location is provided for in-school suspension participants (maximum five - six students);
- (b) appropriate staff is assigned to supervise the student(s);
- (c) the student's activities within the school are restricted:
 - movement to and from suspension location is at designated times only;
 - the student is restricted from all assemblies and after-school activities until re-entry is earned.
- (d) the assignments are provided by the classroom teacher(s).
- (e) goal setting (both academic and social) will be incorporated in the re-entry process along with the student's general attitude and cooperation while assigned to the in-school suspension.

2.2 In-School Suspension by Teacher

The teacher has a right to suspend from the classroom for a period not exceeding two days, a student who engages in conduct the teacher considers detrimental to the classroom learning environment.

2.3 Following the teacher's decision to suspend a student from the classroom, the teacher will:

- (a) notify the parents/guardians and principal as to reasons for suspension and duration;
- (b) provide the principal with a written report outlining the activities that resulted in the suspension from class and the action taken by the teacher.
- (c) meet with the student to clarify expectations for re-entry;

2.4. 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.



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GUIDELINES FOR DURATION OF OUT-OF-SCHOOL SUSPENSIONS

1. General

The use of suspension as one possible consequence for behaviour should 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.

In accordance with the policy on the suspension of students, guidelines indicating the appropriate duration of suspension for common categories of unacceptable behaviour have been developed. It is not the intention of these guidelines to restrict the professional judgment of principals in dealing with specific students but rather to provide general direction which it is hoped will lead to more uniform suspension practices in the various schools of the Division.

2. General Guidelines for Suspension

- 2.1 Prior to the use of formal suspension and depending upon the circumstances, the student may be sent home for the balance of the day with a warning and notification to the parents/guardians. If inappropriate behaviours continue, the student may be suspended for the balance of the day plus one to three additional days with the requirement that he/she return accompanied by a parent/guardian.
- 2.2 In very serious offenses, immediate suspension may be appropriate. 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.

3. Specific Guidelines

Seven common categories where suspension of students may be appropriate are: substance use/abuse, physical assault, verbal assault, weapons on school property, misconduct property damage and inappropriate use of the internet. Specific guidelines for suspension have been identified under each category normally for first offense.

3.1 Substance Use/Abuse

3.1.1 Tobacco - students found smoking tobacco in school Division buildings or on school grounds may be given an initial verbal warning. If the student continues to ignore the policy in this matter, he/she may be sent home for the balance of the day

3.1.2 Alcohol

- (a) Influence - students appearing at school under the influence of alcohol should be suspended immediately with notification to the parent/guardian. Depending upon the degree of impairment and the age of the student, the school will either have the parent/guardian pick up the student or have the student accompanied by an appropriate adult from the school to the home. The appropriate period of suspension may be one school day up to an additional one day.
- (b) Use of Alcohol on School Premises - students found consuming alcohol in the school should receive immediate suspension with a notification to the parent/guardian. The appropriate period of suspension may vary from one day to an additional two days. The student will be held at the school until the parent/guardian arrives.
- (c) Possession of Alcohol - students found to be in possession of alcohol in school should be sent home for the balance of the school day and required to return with a parent/guardian.



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3.1.3 Controlled Substances/Illegal Drugs

- (a) Influence - students found to be or suspected of being under the influence of an illegal drug should be suspended from the school and the parent/guardian contacted and requested to take the student home or to the hospital. In more serious cases, students should be taken directly to the hospital while attempts are being made to contact the parent/guardian. Suspension will normally be a minimum of one school day and up to an additional two days.
- (b) Use of Illegal Drugs on School Premises - students found to be using illegal drugs should be suspended immediately and both the parent/guardian and the police should be notified. Suspension will normally be a minimum of one school day and up to an additional three days depending upon the circumstances of the case. The student will be held at the school until the police and parent/guardian have arrived.
- (c) Possession of Illegal Drugs - students found to be in possession of an illegal drug should be suspended immediately. The parent/guardian and police should be notified and the confiscated drugs given to the police. The student will be held at school until the parent/guardian and police have arrived. The period of suspension shall be up to five days,
- (a) Trafficking of Illegal/Controlled Substances- students found to be trafficking illegal drugs or controlled substances should be suspended immediately. The police must be contacted and parents/guardians notified. The period of suspension shall be a minimum of 5 days. The principal will consult with the superintendent as to the length of the extension of the suspension and future school placement.

Whenever possible and appropriate, information on the supports available for substance abuse will be provided to students.

3.2 Physical Assault

3.2.1 On Other Students

- (a) Fighting - when two students are guilty of assault upon each other and depending upon the circumstances, the students may be sent home for the balance of the day with a warning and notification to the parents/ guardians. The students may be assigned to in-school suspension. If inappropriate behaviours continue, the student may be suspended for an additional one to three days.
- (b) Physical Assault - this category of offense covers a one-sided assault by one student on another without causing physical injury. A suspension of one day up to an additional three days would be appropriate.
- (c) Sexual Assault - this category of offense includes any physical assault that has sexual overtones. The period of suspension should be a minimum of five days.
- (d) Causing Injury - where physical assault of one student on another causes serious injury, the student causing the injury shall be suspended immediately for a minimum of five days.

In severe cases or where the offense is repeated, the principal will advise the superintendent to either request extension beyond the five day limit or placement in another school.

The person assaulted or the principal on his/her behalf may wish to contact the police.



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3.2.2 On Teachers/Other Adults

- (a) Physical Assault - immediate suspension of the student for one day up to an additional three days would be appropriate. In more serious cases, upon consultation with the superintendent, a placement in another school may result.
- (b) Causing Injury - where assault by a student on a teacher or other adult causes injury, the student shall be suspended for a minimum of five days and the superintendent shall be consulted regarding a possible extension or placement in another school.
- (c) Sexual Assault - immediate suspension of the student for a minimum of five days and the superintendent shall be consulted regarding a possible extension or placement in another school.

The person assaulted should be advised that they may wish to contact the police.

3.3 Verbal Assault

Threats, harassment, derogatory comments which degrade a person based on his/her race or cultural group, gender or sexual orientation, verbal abuse, extortion and death threats (whether verbally or in writing) shall constitute verbal assault.

3.3.1 On Other Students

(a) Verbal Abuse

In all such cases an initial warning may be sufficient. A verbal warning and suspension for the remainder of the school day may also be appropriate. Subsequent offences should result in suspension of a minimum of one day up to 3 days

(b) Threats/Extortion/Death Threats

A suspension of a minimum of five days would be appropriate. The superintendent shall be consulted regarding further action. The police may be contacted.

3.3.2 On Teachers/Other Adults

(a) Verbal Abuse

Depending upon the severity of the case, a warning with suspension for the remainder of the school day may suffice or suspension of one or two days may be appropriate.

(b) Threats/Extortion/Death Threats

Immediate suspension of that student should follow for a minimum of five days. The police may be contacted.

A psychiatric/psychological assessment may be initiated by the Chief Superintendent prior to a decision to allow student to return to school.

3.4 Weapons on School Property

A weapon is defined as any object designed to be used in combat such as guns or knives, or any other item that may be used or intended to be used as a weapon that is not normally used for that purpose such as a bat, club, stick, sharp scissors, writing instrument, etc.



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(a) Possession

Guns

A student guilty of bringing a gun to school shall automatically lose the right to attend that school. The principal shall notify the police and consult with the superintendent to request a six-week suspension. The superintendent may recommend expulsion.

Knives

When a student is found to be carrying a knife that could be regarded as a weapon, the principal shall confiscate the knife and notify the parent/guardian that it is being held at the school to be retrieved by the parent/guardian.

Suspension for the balance of the day and possibly an additional 3 days would be appropriate dependent upon the age of the student and the type and size of the knife.

Other Weapons

When a student is found to be carrying other weapons, the principal shall confiscate the weapon and notify the parents/guardians.

Suspension for the balance of the day and possibly an additional 3 days would be appropriate dependent upon the age of the student and the nature of the weapon.

(b) Threats

If a gun, knife, or other weapon is used by a student in a threatening way toward another student or adult, the offending student shall be suspended immediately for a minimum of five days. The principal will consult with the superintendent as to the possibility of an extension up to six weeks and expulsion. The police will be notified.

(c) Attacks

If a gun, knife, or other weapon is used by a student in an attack on another student or adult, the offending student shall be suspended immediately for a minimum of five days. The principal will consult with the superintendent as to the length of the suspension and future school placement. The police will be notified.

3.5 Misconduct

3.5.1 Insubordination - students who refuse to accept the authority of adults in the school should be suspended for the balance of the school day. Should the offence recur, an additional two day suspension is appropriate.

3.5.2 Uncontrollable Behaviour - in cases where students exhibit repeated uncontrollable behaviour, a suspension for the rest of the day is appropriate. If the behaviour continues, a suspension for a further one to three days may be appropriate.

3.5.3 Setting Off the Fire Alarm - the deliberate setting off of a fire alarm by a student should be treated as a serious offence. A three-day suspension for this offence is appropriate and contact with the fire department is warranted.

3.5.4 Arson or Attempted Arson - a minimum suspension of five days for arson or attempted arson is appropriate and contact with the police is warranted.

The principal should consult with the superintendent as to the length of the suspension and future school placement.

3.6 Property Damage

In accordance with the policy on Restitution, the school shall attempt to recover the costs of the damage from students who vandalize school property or the private property of others in the school. While individual cases will vary in severity, an additional penalty of a one-or two-day suspension may be appropriate.



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3.7 Inappropriate Use of the Internet

Students found to be using the internet in a manner that is in violation of Policy JFCBA - Student and Staff Access to On-Line Information Resources may be suspended from school.

The principal will consult with the superintendent as to the length of the suspension and future school placement dependent upon the offence.



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THE WINNIPEG SCHOOL DIVISION
Superintendent's Department
SUSPENSION OF STUDENT

School _____	Date _____
Name of Student _____	Student No. _____
Date of Birth _____	Grade _____
Day Month Year	

Date of Suspension _____ Length _____
Proposed Date of Return _____ (Maximum of 5 days)

(If student does not return as expected, please notify Superintendent's Department)

NUMBER OF PREVIOUS OUT OF SCHOOL SUSPENSIONS THIS SCHOOL YEAR

Reason for Suspension (more than one category can be checked):

1	Weapons a) possession	<input type="checkbox"/>	6	Illegal Drugs/Controlled Substances	<input type="checkbox"/>
	b) threat	<input type="checkbox"/>	7	Substance Use (alcohol)	<input type="checkbox"/>
	c) attack	<input type="checkbox"/>	8	Substance Use (tobacco)	<input type="checkbox"/>
2	Physical Assault (staff)	<input type="checkbox"/>	9	Illegal Drugs trafficking	<input type="checkbox"/>
3	Physical Assault (student)	<input type="checkbox"/>	10	Property Damage	<input type="checkbox"/>
4	Verbal Assault (staff)	<input type="checkbox"/>	11	Misconduct (see description)	<input type="checkbox"/>
5	Verbal Assault (student)	<input type="checkbox"/>	12	Inappropriate Use of the Internet	<input type="checkbox"/>

Description of Incident: _____

Conditions for Return/Support Provided _____

Parent(s)/Guardian(s) Contacted: Telephone Letter
Superintendent Contacted (if applicable): Yes
Police Contacted: Yes No By Whom: School Parent
Request for Extension/Alternative Placement: (Letter to Superintendent attached)

(Signature)

(Position)

Please attach copies of all pertinent information, i.e. letters to parent(s), superintendent, Child Guidance Clinic, and ensure that the Description of Incident@ section is completed.

This form should be completed immediately upon suspension of a student and forwarded to the Superintendent's Department.