

Kelsey School Division
Box 4700
The Pas, MB R9A 1R4
Phone: 623-6421

Code: JG

STUDENT DISCIPLINARY PROCESS

1. The School administrator or teacher shall talk to the student and/or other teacher(s) involved. This may result in a disciplinary action.
2. Where the behavior of the student violates the school's Code of Conduct, a student may be disciplined at the discretion of the school administrator with any or a combination of the following:
 - a) restorative activities and consequence outlined in school's discipline policy.
 - b) student removed from the school for a period of time specified in behavior intervention plan i.e. alternate school placement (older/younger students), separate program, home
 - c) student suspended and suspension served in school.
 - d) student suspended and student sent home (out of school suspension).
 - e) refer the student through the Superintendent to the Board of Trustees if the principal views the student's behavior to be significantly injurious to the school's welfare.
3. Once a student has been suspended for five (5) days, the principal or designate shall promptly call and chair a meeting of the school team, parent(s)/guardian(s) and student who shall create a behavior intervention plan. A meeting to create a behavior intervention plan must be called within five (5) days of the student's most recent suspension.

A behavior intervention plan shall include the following:

 - a) purpose of the plan
 - b) programming needs including alternate placements
 - c) intervention (reactive, proactive)
 - d) supports
 - e) outcomes and evaluation
4. The school administrator may send the student home. If the student is sent home, the school administrator of minor students will summon parents/guardians, so that together the problem can be discussed with the student.
5. The school administrator may suspend the student for up to five (5) school days per year. The suspension will be reported in writing to the Superintendent within 24 hours. A written notice shall be supplied to the parents/guardians, if required.

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6. Once the five (5) day limit of the school administrator has been reached, the school administrator shall report any further disciplinary issues to the Superintendent with recommendation for an alternate placement, longer suspension or expulsion, if the offense warrants that immediate action.
7. With the agreement of the Superintendent, the school administrator may suspend the student for up to an additional five (5) days per school year.
8. Once a student has been suspended for ten (10) days the student will be suspended from the school until a behavior intervention plan is reviewed by the Superintendent and School Team. The student would be referred by the school administrator within twenty-four (24) hours to the Superintendent where the Superintendent or designate shall promptly call and chair a meeting of the school team, parent(s)/guardian(s) and student who shall review the behavior intervention plan. A meeting to review a behavior intervention plan must be called within five (5) days of the student's most recent suspension.

Where there is insufficient evidence of improvement in the student's behavior as indicated by repeated disciplinary action such as school suspension, the school administrator may refer the student through the Superintendent to the Board of Trustees. The student will be suspended immediately from the Division for the length of time required by the student to appeal the decision of the school and the superintendent.

9. Notification of due process will be given to (a) parents/guardians for students under age of 18 years (b) student if over the age of 18 years.
10. Documentation will be made available to the Board with the distribution of the in-camera portion of the Board agenda. The documentation will include recommendation from the school administrator, who may be present to support the recommendations should they so choose.
11. Present at the interview must be the student and, if the student is under age 18, a significant adult.
12. Should the Board decide to reinstate the student, the school administrator and the student, parent/guardian will comply with the terms of re-admittance as established by the Board.
13. A re-entry meeting involving the school student, parents/guardians (if required), and other appropriate personnel/agencies as necessary, must be held for all students suspended through Board process.
14. Any deviation from the terms of re-admittance may result in immediate expulsion in accordance with the Public Schools Act, Section 48(4).