



## Student Discipline Administrative Procedure 3.B.130

3.0 Programs and Services  
3.B Student Services

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**Board Governance Policy Cross Reference:** 1, 2, 3, 14

**Legal Reference:** The Public Schools Act (Manitoba); The Public Schools Amendment Act (Appropriate Educational Programming) S.M. 2004, proclaimed October 28, 2005; Appropriate Educational Programming Regulation 155/2005; Provincial Code of Conduct (2013); Appropriate Disciplinary Consequences in Schools Regulation 92/2013.

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**Further Information:** Standards for Appropriate Educational Programming in Manitoba 2023

**Administrative Procedure Cross Reference:** *1.A.30 Code of Conduct; 1.B.185 Student ICT Use; 1.B.20 Alcohol / Cannabis / Other Drugs*

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**Date Adopted:** June 2009

**Date Amended:** December 2018, July 2024

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1. Manitoba school divisions are responsible for developing policy on student discipline and ensuring parents and students know and understand the policy.
2. For some students, the approach to discipline will need to consider the students' special learning needs and abilities, including whether:
  - a. The student was able to access the information;
  - b. The student could understand the policy or rules; and/or
  - c. The disciplinary actions used for the majority of students are appropriate for the student.
3. Principals are required:
  - a. To take into consideration a students' state of development, ability to comply and the amount of support required when determining an appropriate response for students whose needs affect their behaviour;
  - b. To contact parents by telephone as soon as practical regarding a student's behaviour that is a serious violation of the code of conduct and will result in the student being sent home;
  - c. To discuss with the student the reasons for being sent home, the expectations during this time, and the date and time of the re-entry meeting;
  - d. To send the suspension letter to parent(s)/guardian(s) within a day of the suspension, including the date and time of the re-entry meeting, to which parent(s)/guardian(s) are expected to attend with their child;
  - e. To hold a re-entry meeting which should include the student, parent(s)/guardian(s), and appropriate staff at the school and division; and
  - f. To direct staff to develop a student specific plan for students whose attendance at school has been suspended more than two times during a school year.

4. Evergreen School Division will:
  - a. Provide reasonable accommodation for students when disciplining a student and will take into consideration the student's state of development, ability to comply and the amount of support required;
  - b. Communicate the policy on discipline to school division staff, parent(s)/guardian(s), and students at the beginning of each school year or upon the registration or enrollment of new students during the year;
  - c. Require schools to keep records on the nature and duration of all suspensions, both in-school and out-of-school;
  - d. Provide all students with the same minimum number of hours of instruction, and notify in writing and involve the parent(s)/guardian(s) if there is a change in school hours that is intended to be disciplinary (written notification can be a formal letter or email and should include a plan and timeframe for a return to full time hours);
  - e. Offer and arrange alternative programming for students who are suspended for more than five days; and
  - f. Offer and arrange alternative programming for students under the age of 18 who are expelled.