

- review recommendations and update plans as necessary
- encourage the repair of relationships with those who may have been harmed or affected and who also should be treated with courtesy, compassion, and respect for their dignity and privacy (YCJA)

- ✗ The completion of schoolwork must not be used as a condition of re-entry.
- ✗ Suspension must not be prolonged due to the parent's inability to be present at the re-entry meeting.

GUIDELINE 7: APPEAL PROCESS

Policies must include written procedures for an appeal process for suspensions.

Appeal processes protect the rights of students and parents, and address differences of opinion about the education of students. "A school's code of conduct must include the disciplinary consequences, in as much detail as is reasonably possible, of violating the code of conduct, and the process for appealing disciplinary decisions" (Manitoba Education and Training, *Provincial Code of Conduct*, 2017, p. 6). The appeal process for the school division must be developed and made accessible to parents. It is always important that the partnership between schools and parents is strong and that issues are resolved at the local level whenever possible (MEECL, *Standards for AEP: Dispute Resolution*, 2022).

Students and parents must follow the established appeal process. Typically, this process involves an appeal to the teacher if they made the disciplinary decision, then to the principal if not resolved, then to the superintendent of schools if not resolved, and finally to the school board. Exceptions are suspensions in excess of five days.

In the case of a student who has been suspended more than five days, the school board must permit the student and their parent(s) to make representations to the school board about the suspension. The school board may confirm the suspension, modify it, or reinstate the student (M.R. 92/2013; Manitoba Education and Training, *Provincial Code of Conduct*, 2017).

A scheduled meeting with the board does not necessarily delay the commencement of a suspension (Manitoba Education and Training, 2016). School board appeal procedures should be fair and expeditious. Procedures must include the following considerations:

- advise parents of their right to make a formal appeal (within 14 days) of decisions about their children’s educational programming and of their right to be accompanied by a supporting person (MEECL, *Standards for AEP: Dispute Resolution*, 2022)
- address the appeal at the next scheduled school board meeting or sooner
- ensure procedures support and maintain confidentiality
- provide those affected with the opportunity to give or provide a written statement
- document in the cumulative file component of the pupil file any information about behavioural misconduct and disciplinary measures meted out, including suspension relating to the student (Province of Manitoba, 2000, rev. 2012)
- record the decision of an appeal in the pupil file

GUIDELINE 8: DOCUMENTATION

Policies must include procedures for documentation of suspension.

Each event of suspension must be documented.

Documentation must include

- information about the misconduct
- disciplinary measures issued
- the actions undertaken by the school in relation to a student

A copy of the documentation is to be placed in the pupil file (Province of Manitoba, 2000, rev. 2012) and entered in the divisional student information system.

Procedures for documenting suspension should consider

- consultation with the superintendent or designate
- maintenance of accurate information
- a record of communication between staff and the student and parents
- a record of the re-entry meeting
- a process to identify students with multiple/recurring suspensions
- a consistent manner to document attendance in the divisional information system for students who are suspended