

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