

## GUIDELINE 9: MONITORING AND REVIEW

Policies must include procedures to collate, monitor, evaluate, and review data related to the use of suspensions, both in school and out of school.

*Standards for Appropriate Educational Programming in Manitoba* states school divisions must “require schools to keep records on the nature and duration of all suspensions, both in school and out of school” (MEECL, *Standards for AEP: Student Discipline*, 2022, p. 18).

A principal must

- develop categories for the reasons of a student suspension and ensure that each suspension is categorized (M.R. 92/2013)
- ensure that, for each category, the total number of students suspended and the duration of suspensions are tabulated (M.R. 92/2013)

School divisions must ensure that the categories are consistent across schools, and develop uniform processes for tabulation and entry into the divisional information system.

Data must be reviewed at the school and divisional levels annually or sooner (i.e., following regular reporting periods). Data collection should be used to

- inform the annual review of the school’s code of conduct and emergency procedures (M.R. 77/2005)
- plan for safety and belonging (Manitoba Education and Training, *Safe and Caring Schools: A Whole-School Approach to Planning for Safety and Belonging*, 2017)
- enable schools and school divisions to understand circumstances around the use of suspension while facilitating the implementation of more effective strategies to support educational programming and responses
- monitor and analyze suspension rates and trends

Schools must have a designated group to review suspension data. The school’s safe school advisory committee, as identified in M.R. 77/2005, or an existing organized school group functioning as the school’s safe school advisory committee, may fulfill this purpose.

School divisions should establish a divisional committee to review division-wide suspension data.

