

Administrative Procedures

AP-428 TEMPORARY EXCLUSION OF STUDENTS FOR SAFETY OR MEDICAL REASONS	Date of implementation: September 2019
	Date of review: October 2, 2024
	Related Administrative Procedures: AP-413 Administering Essential Medication and Procedures to Students

Purpose: Prairie Spirit School Division supports a wide range of students with intensive needs or who exhibit complex behaviours. In the process of accommodating students, a temporary exclusion from school may need to be enacted until the division receives appropriate medical information clearly setting out any medical restrictions faced by the student, and the student is stabilized and able to access education. The Division will do the following to support this accommodation process:

- Commit to creating environments that are physically and emotionally safe for all students and staff.
- Consult with parents, staff, and students, as well as any outside agencies that may be involved on an ongoing basis to ensure that learning occurs in a safe environment.
- Collaborate with medical professionals and agencies to identify medical restrictions in determining accommodations for students.

Procedures:

- 1) The Superintendent, in consultation with the Principal and the Coordinator in connection with the student's programming, may exclude a student from school for a temporary determined period of time if the team reasonably believes that:
 - a) The student's behavior is of such a nature that the school cannot ensure the safety of the student and/or the safety of others due to the behaviour of the student; or
 - b) The student has a disability as defined under *The Saskatchewan Human Rights Code* and the school does not have sufficient medical information to put appropriate supports in place to assure the safety of the student.

An exclusion of a student for safety or medical reasons shall immediately trigger application of *The Accommodation Process for Students, SSBA*.

- 2) The temporary exclusion may continue only until such time as:
 - a) The Division has prepared a plan for the safe return of the student to the school or program with any required accommodations in place; and
 - b) The Division has received any necessary and appropriate medical information clearly setting out any medical restrictions faced by the student.

- 3) The Superintendent shall ensure the parent/caregiver is immediately informed of the temporary exclusion and that a formal letter is sent to the parent/caregiver which addresses:
 - a) The reason for the temporary exclusion;
 - b) What medical information they are required to provide to the Division (use Physician Report – Restrictions form in AP-413 Administering Essential Medication and Procedures to Students as the preliminary request for information);
 - i) The Division may require additional medical information to clarify or provide details with regard to the medical restrictions or if the medical information initially supplied is not sufficient to identify the medical restrictions requiring accommodation.
 - c) The ways in which they can provide input to the plan so that the school can best prepare for the safe return of the student; and
 - d) The ways in which educational supports may be available during the period of exclusion.
- 4) The Division will make its best effort to provide education supports to the student while the student is excluded from the school, which may include but are not limited to:
 - a) Providing access to distance education;
 - i) Division is responsible for costs.
 - b) Providing parents with information, assignments and other instructional materials for the student;
 - c) Providing parents with access to a teacher to discuss student work and assignments.
- 5) Immediate Serious Threat:
 - a) In situations where the principal reasonably believes that a student’s behavior presents an immediate and serious threat to the safety of students, self and/or staff, the principal shall immediately inform the Superintendent, who may enact a temporary exclusion of the student.
 - b) The principal will proceed with the relevant procedures outlined in AP-410 Physical Safety, specifically section 2(h) regarding the Role of the Principal in conducting a Violence Threat Risk Assessment.

References:

[The Education Act, 1995](#)

The Accommodation Process for Students, SSBA (available upon request)

Duty to Accommodate Students Guide, SSBA (available upon request)

[PSSD Extreme Behaviours: Prevention and Response Manual](#)

(see pg. 9 for other supporting Policies, References, and Resources that are applicable)