



EDUCATION 2 – Student Suspensions and Expulsions

Date: June 27, 2011

Reviewed: Oct. 10, 2012

Responsible Administrator: Superintendent

1.0 Board Regulation, Education 2 – Student Suspensions and Expulsions shall be administered in compliance with Policy F/IV/2, F/IV/5 and F/IV/7.

2.0 PROCESS

2.1 The trustee representing the area in which the student resides shall not be a member of the Student Discipline Committee but may attend the meeting as an observer.

2.2 Meeting formality is established and maintained by the Committee appointed Chair. Due to the sensitive nature of Discipline Committee meetings, strict adherence to defined responsibilities is to be observed by all participants.

2.2.1 The responsibility of the Committee is to determine whether or not to support the principal's recommendation to expel.

2.2.2 In order to facilitate the decision-making process, trustee committee members must hear the facts.

2.2.3 Through the Chair, trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.

2.2.4 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

2.2.5 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with the administration on the merits of the administration's recommendation.

2.2.6 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having any opportunity to respond.

2.2.7 When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the School Act for continuation of the meeting. Any

References:	Board Policy:	B/1/3 – Committees of the Board (B/1/3b Discipline Committee) F/IV/2 – Restricted and Illicit Drugs F/IV/3 – Student Suspensions and Expulsions F/IV/4 – Student Conduct
	Admin Practice:	Student Services 8 – Student Conduct
	School Act:	Sections 24 and 25



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additional information should be provided to the Discipline Committee in the presence of the student and the principal.

- 2.2.8 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.
 - 2.2.9 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in private session.
 - 2.2.10 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.
 - 2.2.11 The Discipline Committee shall recall the recording secretary to record a draft of their decision.
 - 2.2.12 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.
 - 2.2.13 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the School Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.
- 2.3 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:
- 2.3.1 Current course enrollment.

References:	Board Policy:	B/I/3 – Committees of the Board (B/I/3b Discipline Committee) F/IV/2 – Restricted and Illicit Drugs F/IV/3 – Student Suspensions and Expulsions F/IV/4 – Student Conduct
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- 2.3.2 Recent report card.
 - 2.3.3 Attendance record for the school year to date.
 - 2.3.4 Discipline records for the school year to date as well as any other relevant discipline records.
 - 2.3.5 Most recent School Conduct Policy,
 - 2.3.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.
 - 2.3.7 Intervention check list with summary of interventions implemented to date.

References:	Board Policy:	B/I/3 – Committees of the Board (B/I/3b Discipline Committee) F/IV/2 – Restricted and Illicit Drugs F/IV/3 – Student Suspensions and Expulsions F/IV/4 – Student Conduct
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