



Expulsion Process Steps

As per [School Act, Section 24 \(7\)](#), a principal may recommend that the Board expel the student if:

- (a) the student has displayed an attitude of willful, blatant and repeated refusal to comply with section 12,
- (b) the student has displayed an attitude of willful, blatant and repeated refusal to comply with the code of conduct established under section 45.1(2), or
- (c) the student’s conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.

1. **Principal** – Notify Student Services as soon as you have determined you wish to expel a student.
 Make a record of who you spoke to in Student Services.
 Follow up with a detailed email to the Director of Student Services.
 - Describe in detail the most recent events that led up to the request for expulsion, what interventions have been tried in the past and how long you would recommend they be expelled.
2. **Principal** – Notify parents / legal guardians of suspension. Contact Education Services for a letter format.
 The letter must state:
 - the reason for suspension
 - that the principal recommends expulsion
 - that the student is suspended until the expulsion hearing
3. **Director of Student Services** – Inform the Superintendent of the situation. An Assistant Superintendent will be designated to support administration in the expulsion process.
4. **Superintendent** – Notify the Board Chair to establish an expulsion committee and to set a date for the expulsion hearing.
5. **Designated Assistant Superintendent** – Notify the principal and the parents / legal guardians of the date and process for the expulsion hearing. *Advise if legal counsel will be representing them.* Education Services has a letter format for this purpose.
 - If the child is in foster care, the legal guardian is Child and Family Services (CFSA).
 - If the student is 16 years of age or older, he/she must also be notified in writing.
 - Letter must include the date, time, and location of the expulsion hearing.
 - The letter advises parents / guardians of the right to be present and contribute to the expulsion hearing.
6. **Principal** – Prepare and send documentation to designated Assistant Superintendent at least two (2) days prior to the hearing. Included in the submission:

Required:	If applicable:
Description of incident	Previous suspension letters (last 18 mo.)
Current suspension letter	Discipline records (last 18 months)
Current and previous year’s attendance	IPP (if student coded)
Current and previous year’s marks	Report progress of previous interventions
Provide recommendations for any interventions	Documentation describing the incident from other officials or services.
Provide recommendation of the length of the expulsion. Guideline: the eleven (11) days minimum and maximum number of days (end of school year) to be determined by the Board.	



7. **Assistant Superintendent** – Review the submissions by the principal and the parents / guardians. Inform principal and/or parents / guardians of any material in their submissions that will not be allowed, if any.
8. **Assistant Superintendent** – On the day of the Expulsion Hearing, meet with expulsion committee to outline the rules and process of the Expulsion Hearing. (Do not review the actual case with the committee at this time.)
 - Provide the committee with the written submissions from the principal and parents / guardians for their review in confidence. A document outlining the hearing format is available from Education Services.
 - **There will be no discussion of the submissions at this time.**

THE HEARING

9. **The board expulsion committee** will consist of three (3) school board trustees. Their role is to hear the presentations of the principal and parents / guardians (and students if 16 years or older), and to make a decision regarding the principal's recommendation for expulsion.
 - Legal counsel for the board may be present to advise the board expulsion committee.
10. **The designated Assistant Superintendent** will provide guidance to the administrative process of the hearing and can advise the board relative to policy, administrative procedures and education programming.
11. **The Director of Student Services** will be present to provide information regarding programming options and if required further background information regarding student services interventions with the student.
12. **The Secretary Treasurer** (or designate) may take notes for the purpose of the board's records.
13. **The principal** is to present the information regarding the student, the situation, and the reason for the recommendation for expulsion, including the recommendation for the duration of the expulsion.
14. **The parents / legal guardians** can make a presentation on behalf of the student, or if the student is 16 years or older, he or she may present.
 - Legal counsel for the parents / guardians may be present to advise the parents.

AFTER THE HEARING

15. **Board expulsion committee** – Inform the Assistant Superintendent of their decision.
16. **The Assistant Superintendent and Director of Student Services** –
 - Notify in writing the decision to the principal and the parents / guardians. Education Services has a letter formatted for this purpose.
 - Notify parents / guardians of the decision by telephone.
 - Make a record of this verbal notification.
17. **Education Services** –Collect and file these documents:
 - a) Suspension letter
 - b) Notification of Expulsion Hearing letter
 - c) Hearing minutes and related documents
 - d) Notification of Decision letter