

Expulsion Hearing Format

Location: Usually not at the school. If possible, use the Regional Office Board Room.

1. Opening (Chair of Expulsion Committee)

- a. Hello, my name is _____. I am a Trustee for Ward _____. I will be acting as the Chair of Expulsion Committee and will chair this meeting.
- b. We are here to conduct a review of the suspension of _____ from _____ school and render a decision with respect to the recommendation for expulsion.
- c. The Board of Trustees has the authority to make the decision for expulsion under Section 25 of the School Act.
- d. The Expulsion Committee, which is delegated as a Committee of the Board, derives the authority to preside over this hearing and subsequently to make a decision regarding reinstatement or expulsion, from Section 61(1) of the School Act.
- e. The decisions will be based on the information presented at this meeting.
- f. The decisions reached today are final and binding.
- g. Following the decision by this Committee, parents have the right to request an appeal to the Minister of Education about the Expulsion process under Section 124 of the School Act.

2. Review of Protocols (Chair of Expulsion Committee)

- a. To protect the confidentiality and dignity of those involved, this is an In-Camera meeting and therefore we expect that mobile devices and any other recording devices are turned off and not used to record the proceedings.
- b. The student/parent/family information from the hearings is considered "personal information" protected by the Freedom of Information and Protection of Privacy Act (FOIP). PHPS staff and Trustees will not disclose the information to others not involved in the hearing.
- c. This hearing is quasi-judicial, but not a legal proceeding. We adopt this process so that we are presented primarily with the facts regarding the situation. Our desire is to make an informed decision.
- d. Speakers are to address the Chairperson and Committee only.
- e. The Chair of the Expulsion Committee may call a break as needed.
- f. We expect polite and civil behavior.
- g. Anyone who can not abide by these protocols will be asked to leave the room.

3. Introductions (Chair of Expulsion Committee)

- a. I have introduced myself. I ask that everyone state their names, and their role or responsibility as related to this hearing. Beginning with the members of the Expulsion Committee.
- b. Self introduce...

4. Review of Roles (Chair of Expulsion Committee)

- a. Expulsion Committee Chairperson: Chair the proceedings

- b. Expulsion Committee: Hear the presentations, review associated documents, and other information to make a decision regarding the recommendation for expulsion
- c. Assistant Superintendent: Administrative and procedural guidance for the hearing as well as consultation regarding policy, administrative procedures and educational programming.
- d. Secretary Treasurer: Take notes for the purpose of the Board's records.
- e. Director of Student Services: Provide information about programming options and if required, further background information regarding Student Services' interventions with the student.
- f. Legal Counsel for the Board: Provide legal advice for the Board.
- g. School Principal: Present information regarding the student, the event that precipitated the recommendation for expulsion, and related information relevant to the concern at hand.
- h. Parents/Guardians: Present information regarding the student, the event that precipitated the recommendation for expulsion, and related information relevant to the concern at hand.
- i. Student (if 16 years or older): The student may present information regarding their perspective of the event that precipitated the recommendation for expulsion, and related information relevant to the concern at hand. The student may be asked questions by the Chairperson.
- j. Legal Counsel for the Parents/Student: Provide legal advice for the parents and or the student.

5. Questions for Clarification of Process

- a. Are there any questions about process before we go further?

6. Statements

a. School Principal's Statement:

- i. The school principal will have the floor to present information about the student's academic and behavioral history and information relating specifically to the event that precipitated the recommendation for expulsion.
- ii. The Expulsion Committee may ask the school principal questions for clarification.

b. Statement on Behalf of the Student:

- i. The student (if 16 years of age or older), the parent/guardian, or a resource person of their choosing, may present information about the student's academic and behavioral history and information relating specifically to the event that precipitated the recommendation for expulsion.
- ii. The Expulsion Committee may ask the student, parent/guardian or representative questions for clarification.

c. Questions for Clarification:

- i. The Expulsion Committee may ask either party follow-up questions in order to clarify their understanding about the student, and the situation.

- ii. The Expulsion Committee may ask questions of the Assistant Superintendent related to programming options or procedures.

7. Expulsion Committee Deliberations:

- a. The school principal, parents and others will be excused from the room during deliberations.
- b. The Assistant Superintendent, Board Legal Counsel and Secretary Treasurer may remain with the Expulsion Committee to continue to provide consultation relative to Administrative Procedures, Education Programming and Legal issues as required.
- c. If necessary, both parties may be called back in, together, to answer questions for clarification.
- d. After the Expulsion Committee has all the information they need, and all their questions are answered, they will move to closing comments.

8. Closing Comments:

- a. Thank you for the information provided by both parties.
- b. Our responsibility now is to review the information and come to a decision.
- c. We will write our decision in the context of a letter.
- d. The Assistant Superintendent will ensure that you receive the decision as soon as possible.
 - i. E.g. phone call, or follow-up meeting to receive the letter.
- e. That concludes the Expulsion Hearing.

Note: Transitory notes (handwritten notes) will be destroyed.