



EXCLUSION APPEAL PROCESS

Responsibility:	Superintendent, Student Achievement & Well-Being (Special Education)
Legal References:	Education Act, Reg. 265 (1)(m)
Related References:	Administrative Procedure 2330 Administrative Procedure 2340 <i>Board Policy 6000 - Safe School</i> <i>PPM 145 – Progressive Discipline and Promoting Positive Student Behaviour</i> <i>SES-18-01 – Student Exclusion Letter</i>

1. Preamble

- 1.1 Prior to considering an exclusion, it is the expectation of the Waterloo Region District School Board (WRDSB) that all efforts will be made to accommodate a student for a full instructional day and that throughout the process, there will be on-going communication between the school and the parent(s)/caregiver(s).

2. Background

- 2.1 This procedure represents a principal-led plan that involves collaboration, consultation and planning with the Superintendent, Student Achievement & Well-Being, school staff, School Based/School Success Team (SBT/SST), Multi-Disciplinary (MDT) Team, and parent(s)/caregiver(s).

3. Procedure

- 3.1 The student's parent(s)/caregiver(s) or the adult student may appeal an exclusion (The Appellant).
- 3.2 The Superintendent, Student Achievement & Well-Being will receive all exclusion appeals.
- 3.3 An appeal of an exclusion does not stay the exclusion.
- 3.4 A person who intends to appeal the exclusion must give written notice of his/her intention within ten (10) school days of the commencement of the exclusion.
- 3.5 The board must hear and/or determine the appeal within fifteen (15) school days of receiving the notice to appeal (unless the parties agree to an extension).
- 3.6 Upon receipt of written notice to appeal the exclusion, the Superintendent, Student Achievement & Well-Being:
- 3.6.1 will promptly advise the school principal of the appeal;
 - 3.6.2 will promptly advise the student's parent(s)/caregiver(s) or the adult student that a review of the exclusion will take place and invite the appellant to discuss any matter respecting the incident and/or appeal of the exclusion;
 - 3.6.3 will review the exclusion (reason and any mitigating or other factors);
 - 3.6.4 will consult with the principal regarding modification or expunging the exclusion;

- 3.6.5 may request a meeting with the student's parent(s)/caregiver(s) or the adult student and the principal to narrow the issues and try to result in a settlement;
- 3.6.6 where a settlement is not realized, provide notice of the review decision to the student's parent(s)/caregiver(s) or adult student.
- 3.7 Where the exclusion is upheld on review, and the student's parent(s)/caregiver(s) or adult student chooses to continue with the appeal, the Superintendent, Student Achievement & Well-Being will coordinate the preparation of a written report for the Exclusion Appeal Committee.
- 3.8 The report will include the data, evidence and the rationale for the exclusion:
- 3.8.1 A copy of the original exclusion letter;
- 3.8.2 A copy of the letter requesting the exclusion appeal;
- 3.8.3 A copy of the correspondence with respect to the decision of the Superintendent, Student Achievement & Well-Being regarding the exclusion review;
- 3.8.4 Inform the student's parent(s)/caregiver(s) or adult student of the date of the exclusion appeal.
- 3.9 The Exclusion Appeal Committee will consist of four (4) members:
- Two (2) WRDSB Trustees - Special Education Advisory Committee (SEAC)
 - One (1) Member chosen by the Parent(s)/Caregiver(s) or Adult Student
 - One (1) WRDSB Employee:
 - Coordinating Superintendent, Student Achievement & Well-Being
 - Superintendent, Student Achievement & Well-Being (Special Education)

The final decision of the Exclusion Appeal will be made by the WRDSB Trustees and communicated to the appellant in writing by the Family of School Superintendent, Student Achievement & Well-Being within five (5) school days of the decision.