

Appendix B

Expulsion Procedures Process

Behavioural Event

1. Principal refers to Student Discipline Procedures (AP1260)
 - a. If YES to possible recommendation for expulsion, continue:

Investigation Portfolio

2. The Principal shall create and maintain an Investigation Portfolio of working documents, which will not be part of the Principal's Report (IS-19-E-01) but form part of the investigation that includes;
 - a. Event Log (IS-19-E-11)
 - b. Violent Incident Form (IS-19-01)
 - c. Consultation (IS-19-E-10)
 - d. Victim and/or witness statements
 - e. Pertinent OSR information
 - f. Pertinent progressive discipline history

Suspension Pending Expulsion Communication & Disclosures

3. The Superintendent, Student Achievement & Well-Being, shall be informed.
4. Principal calls police as required by procedures and Police Protocol
5. The parent or guardian is immediately informed of the incident. The principal shall meet with the parents as soon as possible.

Expulsion Investigation & Decision Making

6. Principal must consider mitigating and other factors prior to any discipline. If Principal believes activity occurred and mitigating and other factors were not a factor, the pupil may be suspended for 20 days pending possible recommendation for expulsion. The adult pupil, or pupil's parent/guardian receives immediate written notification of suspension and possible recommendation for expulsion. If not hand delivered, this letter must be sent by registered mail (IS-08-S-02).
7. The 20-day suspension provides the time required for inquiry and expulsion decisions.
8. The decision to move forward with a recommendation to expel the pupil must be made within the 20 school days of the suspension. An extension of this timeline may only occur if all parties to agree and sign the Expulsion Hearing Extension form (IS-19-E-12).
9. Principal shall offer the opportunity for the pupil to participate in a long-term suspension program. Homework will be provided to the pupil by the second day of the suspension.
10. Principal continues with the investigation and continues to involve the Superintendent, Student Achievement & Well-Being. Inquiry shall include:
 - a. Completion of all necessary forms

- b. Consultation with the pupil
- c. Consultation with the pupil's parent/guardian
- d. Consultation with the pupil's teachers
- e. An OSR search
- f. Academic and behaviour history
- g. Victim and witness statements
- h. Progressive discipline approaches used to support the pupil

No Expulsion Decision

11. Decision Not to Recommend Expulsion

- a. The Principal will:
 - i. Determine if alternate discipline measures are appropriate, uphold the suspension, shorten the suspension duration, or expunge the suspension
 - ii. Provide written notice to the pupil's parent/guardian (IS-19-E-03)

Expulsion Decision, Communication & Disclosures

- 12. Adult pupil, or pupil's parent/guardian receives immediate written Notice of Recommendation for Expulsion (IS-19-E-04). If not hand delivered, this letter must be sent by registered mail.
- 13. Telephone contact is to be attempted on the same day.
- 14. If appropriate, the Principal completes the Violent Incident Form (IS-19-01).
- 15. An appeal to the suspension is not provided at this point.
- 16. The Principal will:
 - a. Prepare the Principal's Report (IS-19-E-01) of findings and decision and the Expulsion Joint Recommendation (IS-19-E-02)
 - b. Contact the System Administrator to request a date and location of the expulsion hearing
 - c. Set up a Pre-Expulsion meeting with the pupil, pupil's parent/guardian, and the Superintendent, Student Achievement & Well-Being.

Pre-Expulsion Meeting

- 17. The Principal will share the Principal's Report and all relevant information with the parent/guardian 24 hours prior to the meeting
- 18. During the Pre-Expulsion Meeting the Superintendent, Student Achievement & Well-Being will;
 - a. Review the Principal's Report and all relevant information clarifying whether a school or Board expulsion is recommended
 - b. Respond to questions or concerns
 - c. Collect any written responses
 - d. Sign Expulsion Joint Recommendation if agreeable
 - e. Outline expulsion hearing process

19. After the pre-expulsion meeting the Principal will submit to the System Administrator the Principal's Report, Expulsion Joint Recommendation, and any written submissions from the pupil and parent/guardian 48 hours prior to the Expulsion Hearing.

Expulsion Hearing

20. The System Administrator will prepare a package of documents for the Discipline Committee, which will include at least the following components (provided by the Principal) 24 hours prior to the Expulsion Hearing for the Discipline Committee to review. The documentary evidence provided to the Discipline Committee shall include the Principal's Report (IS-19-E-01), the Expulsion Joint Recommendation (IS-19-E-02) and any written response to the Principal's Report, and any other documents submitted by the parties.
21. Any further documentary evidence submitted by a party for consideration at the hearing must be provided to the other party and to the Discipline Committee, preferably in advance of the hearing. The Discipline Committee should not have access to any documentation that has not also been disclosed to both parties in advance of the hearing.