

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE - EXHIBIT: STUDENT EXPULSION
CHECKLIST

<i>EXHIBIT CODE:</i>	<i>632 E 002</i>
Policy Reference: 632 – School Discipline	Procedure Code Reference: 632 AP 001 – School Discipline 632 AP 002 – Student Expulsion Hearings

EXHIBIT

At time of decision to recommend expulsion, the letter to parent (and student) must include:

- _____ reason for suspension and recommendation for expulsion (same letter)
- _____ reason must be clear, accurate, supportable with documentation
- _____ sent by courier or hand-delivered

FOR EXPULSION HEARING

Written Documentation:

background profile if relevant to expulsion recommendation;

- _____ recent events/behaviours/records that relate to recommendation;
- _____ interventions offered or attempted and results;
- _____ immediate sequence of events leading up to recommendation;

Written documentation should include all relevant information. No new information should be presented at the hearing.

At Hearing:

- _____ orally review key events - fairly, succinctly, factually;
- _____ answer questions of trustees;
- _____ stick to the case as presented in the written documentation.

Approved: May 17, 2005

Revised: April 28, 2015