

MEDICINE HAT SCHOOL DISTRICT NO. 76

SHARED DECISION-MAKING RESPONSIBILITIES

BACKGROUND

This policy is designed to clarify the decision-making roles and responsibilities of the Board, administrators, staff, students and community members and to promote harmonious and effective working relationships among them that will result in excellent service to our students.

POLICY

The Board of Trustees believes that shared decision making will result in a strong educational program for students by ensuring that all decisions are made for the good of students.

GUIDELINES

1. The Board of Trustees is primarily responsible for establishing the broad goals of education and adopting appropriate policies and programs to attain them.
2. The Education Plan and the Policy Handbook are the main documents that provide direction to the entire District and its components for the benefit of our students.
3. In the preparation of the Education Plan and the Policy Handbook the Board recognizes the potential for improving decisions through consultation with stakeholders.
4. The Board expects that decision-making at all levels of the District's operation will be conducted in a manner that makes provision for input and feedback from those affected by the decision.
5. The individual who will be held accountable for the outcomes of any decision will be responsible for making the final decision.
6. The staff is primarily responsible for carrying out programs and policies adopted by the Board.

DEFINITIONS

1. Role of the Board of Trustees

- a. To establish the broad goals of education for the School District. This will be done through the adoption of an Education Plan for the District. The development

of such a plan will involve the cooperative efforts of board members, administrators, staff members, parents, and students, and the community.

- b. To establish appropriate policies and programs designed to accomplish the purposes and goals.
- c. To delegate all administrative duties and responsibilities to the Superintendent of Schools.
- d. To examine reports and generally assess the extent to which its policies are achieving the purposes and goals.
 - i) The Board reviews policies for the alignment to the procedures and exhibits as follows:
 - Substantive suggestions to the procedures and exhibits if there is not alignment to the policies and/or concepts missing. The policy, procedures and exhibits would then be referred back to the Coordinating Committee.
 - Revise the policy if there are missing elements but the procedures and exhibits are aligned.
 - ii) Procedures and exhibits shall be received by the Board.
- e. To carry out officially those specific actions required by law.

2. Role of the Superintendent of Schools

- a. To serve as the chief executive officer of the Board.
- b. To advise and work with the Board to provide the necessary data for sound decision-making

3. Role of District Administration

- a. To advise, assist, and work with the Superintendent of Schools to provide the necessary information for sound decision-making that enhances learning.

4. Role of School Personnel & Administration

- a. To provide input and feedback to the Board and District Administration on matters affecting their school, their school community and the District as a whole.
- b. To implement, in co-operation with District administrators and the school community, Board policies and programs designed to achieve the purposes and goals of the District.

5. Role of Coordinating Committee

- a. To draft policies for the District as directed by the Board through the Superintendent of Schools.
- b. To recommend to the Board, through the Superintendent of Schools, new policies to respond to emerging issues, problems or concerns.
- c. To review existing policy for current applicability, and recommend to the Board any changes, revisions or deletions of such policy.

6. Role of Teacher-Board Advisory Committee

- a. To provide an interchange among District administration, the Board and teachers of ideas, issues, concerns or problems affecting teachers.
- b. To determine the best process for dealing with these issues, concerns or problems.
- c. To provide guidance on teacher views of proposed recommended policies.

7. Role of Community Members and Parents

- a. To provide information and other input to trustees and staff members and to be actively involved with respect to what they think is best for the students of the community.
- b. To participate in activities in which they have appropriate decision-making responsibilities in co-operation with the school community.

8. Role of School Councils

- a. To provide advice to the school and School District on any educational matters except school personnel issues.
- b. To enhance and promote communication and collaboration between the school, the School District, parents and the community.
- c. To work together with parents, school and community for the benefit of School District students.

NOTE: See Policy 901: School Councils

9. Role of District Council of School Councils

- a. To enhance communication among the School Councils, Board and community.

- b. To provide for a collective voice of school councils on school matters.
- c. To share matters of philosophy, policies and procedures relative to the education system.
- d. To provide a recruitment resource for appropriate parent volunteers/liaisons.
- e. To recognize, discuss and generate solutions for matters of educational concern to the School District community.

NOTE: See Policy 207: District Council of School Councils.

10. Role of Students

- a. To participate in activities in which they provide input and feedback appropriate to their level of maturity.

**Approved & Adopted:
September 7, 2004**

**Revised:
November 17, 2009**

MEDICINE HAT SCHOOL DISTRICT NO. 76

CYBER SPACE AND TECHNOLOGY USAGE PROTOCOL

BACKGROUND

All employees and Trustees hold a position of trust with students and the public and will be held accountable for their actions to expose students only to appropriate material or communications.

POLICY

The Board believes the responsibility for professional behaviour regarding Cyber Space and Technology Usage rests with all employees.

GUIDELINES

Administration shall establish procedures to provide staff direction regarding the following:

1. Cyber Bullying
2. Employee Use of Technology, including the following:
 - i.) Conditions of Access to District Technology
 - ii.) Staff usage of District accounts and technology
 - iii.) Prohibited Use of Technology
 - iv.) Staff Expectations re Privacy
 - v.) Expectations regarding staff conduct
 - vi.) Expectations regarding use of personal technology
 - vii.) Professional obligations
 - viii.) Consequences for violations of said policy/procedures.

**Approved & Adopted:
April 21, 2009**

**Revised:
June 19, 2012**

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Cyberbullying	POLICY REFERENCE: 570 Cyber Space and Technology Usage Protocol
PROCEDURE CODE: 570 P 001	

PROCEDURES

Employees should know their Rights

- Employees should be well-informed about cyber space protocol and the dangers associated with misuse or abuse of electronic communication.

Criminal Legislation - Forms of cyberbullying which are considered criminal acts include the following:

- Communicating repeatedly with someone if the communication causes someone to fear for their own or others' safety.
- Publishing a defamatory libel – something that is designed to insult a person or likely to hurt a person's reputation by exposing him or her to hatred, contempt or ridicule.

Human Rights Legislation - Spreading hate or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability may be a violation of the Canadian Human Rights Act and/or provincial/territorial human rights legislation.

Options to Consider:

- Police - If there is a question as to whether the inappropriate communication is criminal or not, an employee should consider calling the police.
- Internet Service/Mobile Telecommunications Providers - At this point it may also be necessary to involve Internet Service Providers (ISPs) and Mobile Telecommunications Service Providers in addressing the inappropriate communication to the point of deleting the offending material from temporary/permanent sites and archives.

Next Steps to Consider:

If despite all precautions, an employee finds themselves the target of cyberbullying, the employee should:

- Contact their supervisor/principal.

- Make copies of all questionable messages/web postings/information and other related materials and data, including the URL.
- Demand that the sender stop transmitting or posting the material and state that the conduct is unacceptable and inappropriate.
- Not engage with the person who is targeting them, after the initial direction to stop, as this may escalate the situation.
- Advise the administration of the school/site of the inappropriate communication.
- Inform and involve the school-based Occupational Health and Safety Committee.
- Continue communications with their supervisor/principal if the actions taken to address the inappropriate communication are ineffective and/or if they need further support/advice.

**Approved & Adopted:
April 21, 2009**

**Revised:
June 19, 2012**

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Employee Use of Technology	POLICY REFERENCE: 570 Cyber Space and Technology Usage Protocol
PROCEDURE CODE: 570 P 002	

PROCEDURES

The Medicine Hat School District (the “District”) encourages the use of information technology systems in support of the delivery of educational programs and the business operations of the organization. The District is committed to providing an accessible, secure and reliable information technology environment for staff for the purposes of teaching, learning and administration. Acceptable, ethical, responsible and legal use of all District and personal technology is the responsibility of every employee. Such use will be consistent with this Policy and other District policies, procedures, and school rules.

A. DEFINITIONS

- 1) “**District Technology**” means any electronic device, service or system including but not limited to computers, cell phones, cameras, email and voice services, school networks, etc. owned and/or operated by the District, including but not limited to the District’s network, servers, information systems, and email.
- 2) “**Personal Technology**” means any electronic device, service or system including but not limited to computers, cell phones, cameras, email and voice services, school networks, etc. owned or operated by a School District employee or contractors (i.e. contracted staff) and used in connection with any School District or School District related activities, including off-campus activity if such activities have a connection to the District or its schools, and excludes District Technology.

B. CONDITIONS FOR ACCESS TO DISTRICT TECHNOLOGY

- 1) **Appropriate/Ethical/Responsible/Legal** - Employees and contractors (i.e. contracted staff) must use District Technology in an appropriate, ethical, responsible and legal manner for the purpose of supporting educational programs and the District’s administrative services.
- 2) **School System Integrity** - District Technology must be utilized in a manner that upholds the integrity of the District, the school(s), and the educational programs.
- 3) **Agreements/Policies/Laws** - District employees must comply with all District licensing agreements, District policies and all applicable laws.

C. USAGE

- 1) **Accounts/Usernames/Passwords** - District employees and contractors (i.e. contracted staff) are responsible for the following.
 - i) All usage of their accounts on the District Technology system and network.
 - ii) Individual passwords must be kept confidential.
 - iii) Account holders must not distribute other users' identification or password or reveal another user's personal information.
- 2) **Personal Use** - District Technology must not be used for any purpose that is not specifically related to District matters, with the exception of Incidental Personal Use as defined below.

"Incidental Personal Use" means use that meets all the following criteria:

 - i) It is infrequent and of short duration.
 - ii) It occurs outside of working hours (i.e., before and after work, or during the employee's designated meal, coffee breaks or non-assigned time).
 - iii) It complies with this Policy.
 - iv) It does not cause the District to incur any cost.
 - v) It does not expose the District to risk.
 - vi) It is not part of any activity which the employee does for personal profit.
- 3) **District Responsibility regarding Personal Data** - The District is not responsible for the loss of any personal data or any other information created or stored on District Technology.
- 4) **Prohibited Use** - of District Technology includes, but is not limited to the following:
 - i) Transmitting any materials in violation of the laws of Alberta, Canada or internationally.
 - ii) Receiving, viewing, duplicating, storing, or transmitting pornographic materials.
 - iii) Transmitting or posting offensive, threatening, abusive, or obscene messages or materials, except to appropriate authorities.
 - iv) Sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal activities.
 - v) Online gambling.
 - vi) Posting comments or engaging in inappropriate conversations about or with students, parents, fellow employees or administrators online.
 - vii) Criticizing teachers, principals, superintendents, school trustees, school boards, or other employees, personally or professionally, through electronic communication.
 - viii) Engaging in personal electronic communications exchanges with students.
 - ix) Frequent text messaging, instant messaging or emailing during school time unrelated to employment.

- x) Sharing confidential District information.
- xi) Duplicating, storing, or transmitting any material that violates copyright law.
- xii) Installing or reproducing unauthorized or unlicensed software on District resources.
- xiii) Utilizing applications to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, games or other materials.
- xiv) Forging any document or message.
- xv) Obscuring the origin of any message, transmission, or file.
- xvi) Using programs that harass District employees, prevent access, investigate, or infiltrate computer systems /or software components.
- xvii) Using District Technology to engage in activities related to a second occupation.

D. PRIVACY

- 1) **District Right to Monitor** - The District has the right to monitor any network activity in order to maintain the operation and proper function of the District Technology and for any legitimate business purpose.
- 2) **Employee Expectation of Privacy** - Employees should have no expectation of privacy in regard to work related information stored on District Technology.
- 3) **District Access to Personal Communications** - Access to employee personal electronic communication will occur only if the District has reasonable cause to believe violations of District policy have occurred or as otherwise permitted or required by law.

E. CONDUCT EXPECTATIONS ON DISTRICT TECHNOLOGY

- 1) **Courteous/Respectful/Appropriate** - All District employees are expected to conduct communications using the District Technology in a courteous, respectful, and otherwise appropriate manner consistent with District policies.
- 2) **Modeling** - All District employees are expected to model appropriate conduct while using District Technology, including but not limited to:
 - i) **Professional Standards** - Maintaining exemplary professional standards when sending electronic communications to students, parents, colleagues and administrators.
 - ii) **Attachments** - Sending only necessary and appropriate attachments with electronic communication.
 - iii) **Spelling/Grammar** - Using Canadian spelling and grammar checks.
 - iv) **Sensitive** - Being sensitive that electronic communications can be misunderstood or misinterpreted and pausing to reflect, re-read and edit before sending potentially sensitive or controversial messages.
 - v) **Appropriate Identification** - Using an e-mail signature that includes the

user's name, title and work site.

and

- vi) **Using District Technology** - rather than personal technology, whenever possible, to contact students, parents, colleagues and administrators.

F. PERSONAL TECHNOLOGY

Same Rules as District - The use of Personal Technology, as defined in this Policy, is subject to the same rules of conduct and prohibited use applicable to the use of District Technology. The use of Personal Technology may not interfere with an employee's work responsibilities, educational programs or the integrity of the school environment.

G. PROFESSIONAL OBLIGATIONS

Nothing in this policy is intended to conflict or mitigate the employee's obligations under their respective professional codes of conduct, for those staff who are part of a profession.

H. VIOLATIONS OF POLICY

- 1) **Loss of Privileges** - Violations of this Policy may result in privileges relating to District and Personal Technology being suspended or revoked. The District Information Technology department may also block access or remove files that violate of this Policy.
- 2) **Disciplinary Action** - Inappropriate use of technology by District employees may result in disciplinary action, up to and including termination of employment for just cause. Violations of this Policy may be reported to the law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.

Approved & Adopted:

MEDICINE HAT SCHOOL DISTRICT NO. 76**SCHOOL DISCIPLINE****BACKGROUND**

In order to provide a safe, caring and positive learning environment in which students are able to pursue their goals, standards of behavior are required in district schools.

POLICY

The board expects each school to develop and communicate standards for behavior and to exercise judicious use of consequences for inappropriate behavior.

GUIDELINES

1. Discipline measures will be fair, will foster mutual respect, teach social responsibility and encourage the development of self-discipline on the part of the student.
2. The encouragement of appropriate behavior in schools and the implementation of discipline measures is a shared responsibility amongst students, their parents, the community and District staff.
3. Appropriate standards of student conduct will be established through the use of effective classroom management strategies.
4. Preventive discipline measures are the most effective. Early action to resolve discipline concerns is expected.
5. Implementing and maintaining the student code of conduct within the classroom is the responsibility of the teacher and on the bus it is the responsibility of the bus driver.
6. Parents play a vital role in developing student behavior and conduct. Parents are encouraged to
 - a. review the school's code of conduct with their child(ren);
 - b. set expectations that encourage their children to meet the school's expectations;
 - c. work with the school to resolve student behavioral issues when they affect their child(ren);
 - d. co-operate with the school's recommended course of action prior to re-admission of the student following a student suspension; and
 - e. conduct themselves in their communication with staff with dignity and respect.

7. Corporal punishment shall not be used as a discipline measure in the district. Corporal punishment is defined as physical chastisement of a student through the use of any object as a disciplinary measure.

**Approved & Adopted:
September 7, 2004**

**Revised:
December 17, 2013**

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: School Discipline	POLICY REFERENCE: 660 School Discipline
PROCEDURE CODE: 660 P 001	EXHIBITS: 660 E 001 Extra-curricular Regulations 660 E 002 Student Expulsion Checklist 660 E 003 Sample Template of Letter of Suspension 660 E 004 Sample Letter Setting Hearing

PROCEDURES

1. All schools in the District shall adopt a code of conduct which:
 - a. establishes school standards for behaviour, and
 - b. describes disciplinary procedures to be implemented when behaviour does not comply with these standards.
 - c. involves parents in disciplinary procedures.
 - d. handles issues in a timely manner.
2. The district adopts the intent of Section 12 of the School Act and additional expectations as the foundation for standards of student conduct in the district. At minimum, the district expects that a student shall:
 - a. Be diligent in pursuing their studies.
 - b. Attend school regularly and punctually.
 - c. Be a part of and take advantage of opportunities to make decisions about their own learning.
 - d. Cooperate with everyone authorized by the board to provide education programs and other services.
 - e. Comply with the rules of the school and policies of the school district.
 - f. Account to their school staff and bus drivers for their conduct.
 - g. Respect the rights and dignity of others.
 - h. Contribute to the positive climate and accomplishments of their school.
 - i. Display good citizenship in the community and/or while representing the school.
 - j. Dress safely and appropriately for all school-sponsored activities.
 - k. Provide input to the principal, school councils, and/or the board when these opportunities are afforded.
 - l. Take responsibility for their own actions.
 - m. Conduct themselves so as to contribute to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
 - n. Refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.

3. The district adopts the following principles regarding discipline measures in its schools and on school buses:
 - a. Discipline measures should foster mutual respect, teach social responsibility and encourage the development of self-discipline on the part of the student.
 - b. Appropriate student conduct will be established largely through the use of effective student management strategies and the development of a welcoming, caring, respectful and safe environment in classrooms, schools and on school buses.
 - c. Preventive discipline measures are the most effective. Early action to resolve discipline concerns is desirable.
 - d. Implementing and maintaining the student code of conduct within the classroom is the responsibility of the teacher and on the bus it is the responsibility of the bus driver.
 - e. The use of school-based resource teams is recommended where appropriate. Involvement of district resource personnel and community agencies is encouraged.
 - f. Student behaviour that does not comply with the school code of conduct should be dealt with promptly.
 - g. Disciplinary measures should be implemented in a fair manner. To ensure that disciplinary measures are fair, decisions regarding the use of specific disciplinary measures should take into account the nature of the behaviour, the effect of the behaviour upon others, previous conduct of the student, the age and individual needs of the student and other relevant factors.
 - h. At junior and senior high school interschool functions, the use of consistent disciplinary measures by all Medicine Hat school staff, as described in Exhibit 660 E 004 - Extra-curricular Regulations, is desirable.
4. The District understands that there may be some students who fail to adopt appropriate conduct as outlined in #3 above, despite teacher use of effective management strategies. Further, there may be students who cause or threaten serious harm to persons or property. For these individuals, alternative discipline measures are required. Along with referral to the principal or designate, such measures may include:
 - a. Referral of student and his/her parents to school and/or community support services where available;
 - b. Partial attendance, in-school suspension, alternative programming, transfer supported by the Superintendent, temporary home education;
 - c. Out-of-school suspension
 - d. Expulsion
5. Corporal punishment shall not be used as a discipline measure in the district.
6. The use of both suspension and expulsion as disciplinary measures will prohibit students from participating in the district's regular education program. Therefore, the use of these methods should be limited to serious incidents of inappropriate student behaviour.

7. For the protection of district staff and students, and to prevent potentially violent confrontations, district staff are encouraged to avoid physical contact with students during implementation of discipline measures.
 - a. School staff shall develop and regularly review alternative strategies that can be used in various discipline situations.
 - b. The district shall ensure that at least some individuals at all school sites have access to training in non-violent crisis intervention.
 - c. School staff may use reasonable measures to immobilize or subdue an out of control student or a student who is unresponsive to directives.
 - d. Specific students may require individualized programs that incorporate the use of physical restraint. Planned physical restraint shall be used only in the best interests of the student and with appropriate communication between the student, his or her parents, and the school staff.
8. Parents play a vital role in developing student behaviour and conduct. It is the district's expectation that parents shall:
 - a. review the school's code of conduct with their child(ren);
 - b. act as the primary guide and decision-maker with respect to the child's education,
 - c. take an active role in the child's educational success, with number 2 above,
 - d. ensure that the child attends school regularly,
 - e. ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
 - f. cooperate and collaborate with school staff to support the delivery of specialized supports and services to the child,
 - g. encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
 - h. engage in the child's school community.
9. The code of conduct for a school shall be developed by the school principal or designate following input from school staff, school council and students (where appropriate).
10. The code of conduct adopted by a school shall be consistent with the expectations of the School Act and district policy.
11. The code of conduct shall apply:
 - a. on school property at any time;
 - b. during school hours;
 - c. at any time and at any place during activities associated with the school, e.g. during extra and extra-curricular activities, bussing, or;
 - d. at any time or place, provided school administration deems the behaviour or incident to be detrimental to the school or its students.

12. Attendance

- a. The school principal or designate shall ensure that procedures are in place to monitor student attendance and to address matters of repeated tardiness, excessive absence, or truancy.
- b. Parents or guardians shall be notified by school staff should student attendance concerns become apparent.
- c. Severe cases of student absence shall be documented by school administrators and referred to the District Attendance Officer.

13. Suspensions

- a. Suspension by a teacher
 - i. Where implementation of other classroom management strategies have failed to improve student behaviour, a teacher may suspend a student for up to one class period.
 - ii. A “Suspension by a Teacher” is the removal of a student from class by the teacher to an approved supervised location in the school for up to one class period. Brief exclusion from class in which the teacher retains full responsibility for supervision is not included.
 - iii. The purpose of suspension by a teacher is to provide the teacher with time to consult with the principal or designate and to consider an appropriate resolution to the situation.
 - iv. Parents should be informed of the suspension by the teacher.
 - v. As described in the School Act, Section 24(4), the principal or designate may reinstate a student suspended by the teacher.
- b. Suspension by a principal or designate
 - i. An “In-School Suspension” is the temporary removal of a student by the principal or designate from class to another learning center located in that school.
 - ii. A “Formal Suspension” is the relocation of the student from the school setting to the custody of the parent or guardian.
 - iii. A “School Bus Suspension” is the restriction by a school principal or designate of a student’s privilege to ride on a school bus.
 - iv. A principal or designate may suspend a student from one or more class periods, one or more course or school programs, school, or riding on a school bus, for up to five days.
 - v. A principal or designate may suspend a student where evidence indicates that, although alternative disciplinary measures have been implemented in an effort to correct student behaviour, inappropriate behaviour continues.
 - vi. A principal or designate shall suspend a student in instances of extremely improper behaviour such as severe incidents of physical contact or assault and severe breaches of a school code of student conduct or district policy. Notwithstanding the foregoing, the principal or designate, if there are appropriate mitigating circumstances in his/her opinion, may consider alternative forms of discipline.

- vii. Each in-school suspension or formal suspension of a student shall occur under the signature of the principal of the school where the student is enrolled, although the principal may delegate the implementation of such suspension.
- viii. When a student is suspended by the principal or designate, the principal or designate shall notify the parents and the student regarding the suspension and confirm it by letter outlining the circumstances of the suspension. A copy of the letter shall be sent to the Superintendent of Schools and to the Associate Superintendent: Student Services.
- c. A suspended student or, where the student is less than 16 years of age, their parents may appeal a suspension by the principal or designate to the Superintendent. The Superintendent will determine whether or not the suspension will be upheld after consulting with the students and/or parents and the principal or designate of the school.
- d. When a suspended student is to be reinstated to school or regular classes, conditions for their reinstatement may be established by the principal or designate in consultation with a teacher, where this is appropriate in the opinion of the principal or designate.
- e. When a student returns from suspension, efforts should be made to support their reinstatement into the learning environment.

14. Expulsion

- a. When a student's behaviour is such that expulsion is to be recommended to the Board, the principal or designate shall, in writing, inform the parents and in the case of a student who is 16 years of age or older, the student, outlining the circumstances leading up to the recommendation. A copy of the letter shall be sent to the Superintendent of Schools for consideration by the Board. Parents or, in the case of a student who is 16 years of age or older, the student, shall be given the opportunity to make representation to the Board.
- b. Only the Board has the authority to expel a student from a school or schools of the district. On receiving a report from a principal or designate regarding a recommendation for the expulsion of a student, the Board shall reinstate or expel the student within 10 school days from the date of the student's suspension.
- c. The Superintendent of Schools shall advise, in writing, the parent [with a copy to the principal or designate] and, in the case of a student over the age of 16 years, the student, of the decision of the Board and also inform the parents or the student as the case may be of their right to request that the Education Minister review the matter.

Approval:
May 17, 2005

Revised:
December 17, 2013

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Student Expulsion Hearings	POLICY REFERENCE: 660 School Discipline
PROCEDURE CODE: 660 P 002	EXHIBITS: 660 E 002 Student Expulsion Checklist 660 E 003 Sample Template of Letter of Suspension 660 E 004 Sample Letter Setting Hearing

PROCEDURES

STUDENT EXPULSION APPEAL COMMITTEE/BOARD

HEARING PROCEDURES

PRELIMINARY MATTERS:

1. Call Special Meeting to order.
2. Ask for motion to move in-camera session.
3. Would everyone except the parties directly involved in this hearing please leave the room for the in-camera session?

First, I ask at this time if any member of the Board wishes to declare conflict of interest?

Seeing none, we will now proceed. However, I will ask that same question upon the conclusion of the presentation of administration, but prior to the commencement of the presentation of the parents.

4. Introductions: Parent(s)/Child; Administrator(s); Board Members
5. The Board Chair shall then proceed with the hearing on the following basis:
6. The school administration shall first proceed with its written and oral presentation, including the tendering of any evidence by witnesses, where appropriate.
7. Are there any questions for the Board?
8. I will now ask again if any member of the Board has a conflict of interest.

9. The student and the student's parent(s)/guardian(s) shall then be asked to proceed with his or her written and oral presentation, including the tendering of any evidence by witnesses, where appropriate.
10. Are there any questions for the Board?
11. The Board Chair shall then invite both the administration to provide final concluding comments, and the student and the parent(s)/guardian(s) to provide his or her final concluding comments.
12. If there are any new items raised in the concluding comments, the other party will have a chance to give a further concluding comment.
13. The Board Chair shall then request that all persons other than Board members leave the hearing room to allow the Board to deliberate on the matter and to make its decision by way of resolution. The Superintendent will remain as advisory to the Board.
14. The Board members shall then deliberate in private, but may call upon legal advisors to assist them in any points of law that may arise, including drafting a resolution once the Board has determined its position in the matter. The Superintendent will remain as advisory to the Board.
15. In the event that the Board requires further information or clarification of any issue, then the Board Chair shall reconvene that parties to the hearing and, in the presence of both parties, request the information that is required. If the information is not readily available, the Board Chair may request a recess of the hearing or, if necessary, an adjournment of the hearing to some future date. If an adjournment is required then the Board Chair shall indicate to all Board members that no discussion whatsoever of the matters heard at the hearing may take place until the hearing is reconvened.
16. The resolution that is ultimately drafted ought not to indicate the student's name but instead indicate the student's official Alberta Education number so as to maintain confidentiality of that student.
17. Upon finalizing the position of the Board by way of a resolution, the Board Chair shall then reconvene the parties to the hearing and request a motion to move the meeting out of the in-camera session in order to pass the resolution.
18. The Board Chair shall then ensure that the resolution is properly passed and properly recorded by the Superintendent.
19. All documentation presented to the Board shall be collected and returned to the Superintendent who will ensure that copies of materials are shredded.
20. The Board Chair shall then declare the meeting adjourned.

SAMPLE MOTION

BE IT RESOLVED that the student in case # _____ be expelled from _____ School until _____ for the reasons outlined in the letter dated _____ presented by Administration at the hearing of the Student Expulsion Appeal Committee for the Board held on _____.

BE IT FURTHER RESOLVED that the educational program and reinstatement of the student in case # _____ shall be subject to the following conditions:

1. The student in case # _____ shall meet with the appropriate Associate Superintendent to finalize the educational program offered by the Board.
2. The student in case # _____ wishes to apply for registration in a Medicine Hat School District No. 76 school for the _____ school year, an appropriate placement shall be determined by the Associate Superintendent in consultation with school administration.

OR

BE IT RESOLVED that the Board not uphold the expulsion of student in case # _____ being expelled from attendance at _____ (school & school district).

Approved:
May 17, 2005

Revised:
December 17, 2013

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Student Expulsion Checklist	POLICY REFERENCE: 660 School Discipline
EXHIBIT CODE: 660 E 002	PROCEDURE CODE: 660 P 001 School Discipline 660 P 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

Reviewed:
December 17, 2013

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Sample Template of Letter of Suspension	POLICY REFERENCE: 660 School Discipline
EXHIBIT CODE: 660 E 003	PROCEDURE CODE: 660 P 001 School Discipline 660 P 002 Student Expulsion Hearings

EXHIBIT

Attached is sample template of Letter of Suspension with Notice of Recommendation for Expulsion.

**Approved:
May 17, 2005**

**Revised:
December 17, 2013**



Medicine Hat School District No. 76

601 – 1st Avenue S.W., Medicine Hat, Alberta T1A 4Y7 Phone: (403) 528-6700 Fax: (403) 529-5339

Sample Template of Letter of Suspension with Notice of Recommendation for Expulsion

Date

Parents' Name and Address

Dear :

In accordance with Sections 24 and 25 of the *Alberta School Act*, this letter is to officially inform you that your son/daughter _____ (name of student) is suspended from school and as the principal of the school, I intend to recommend him/her for expulsion from attending _____ (name of school). The suspension and recommendation for the expulsion of _____ has occurred because _____ (name of student) _____ (detailed description of incident of disallowed activity – i.e. using and selling illegal drugs on such and such a date at such and such a place).

The suspension begins _____ (start date of suspension). _____ is not to attend school or be on the school site, to ride the school bus or to attend any extra-curricular activities while this suspension is in place.

According to section 24-25 of the *School Act* and School District Policy No. ____ (copies of both enclosed), the decision to reinstate or expel _____ must be made by the Board of Trustees of Medicine Hat School District No. 76. A hearing of the Board of Trustees must be held within ten school days after the first day of suspension, and you have a right to be present at that hearing and to make representations to the Board. You will be contacted by the District office regarding the scheduling of this hearing.

Should you have questions about the suspension, or wish to discuss the incident or any other matter related to your child's education, please contact me at _____. Alternatively, if you have any questions about the hearing of the Board of Trustees, please call _____ at _____.

Sincerely yours,

School Principal Name

cc: Associate Superintendent: Human Resources

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Sample Letter Setting Hearing	POLICY REFERENCE: 660 School Discipline
EXHIBIT CODE: 660 E 004	PROCEDURE CODE: 660 P 001 School Discipline 660 P 002 Student Expulsion Hearings

EXHIBIT

Attached is sample template for letter Setting Hearing Before Board of Trustees.

Approved:
May 17, 2005

Revised:
December 17, 2013



Medicine Hat School District No. 76

601 – 1st Avenue S.W., Medicine Hat, Alberta T1A 4Y7 Phone: (403) 528-6700 Fax: (403) 529-5339

Template for Letter Setting Hearing before Board of Trustees

Date _____

Parents' Name and Address _____

Dear _____ :

I have received a copy of a letter from _____, the principal at _____ School, dated _____. This letter provides notice that the principal has suspended your child from school as of _____, and recommends expulsion from _____ School.

According to Section 25 of the *School Act* and Policy No. ____ (copies enclosed), the decision to reinstate or expel _____ must be made by the Board of Trustees of Medicine Hat School District No. 76, after hearing representation from you and the principal. This meeting of the Board of Trustees must be held within ten school days of the date of the suspension of your child: Section 24(8) of the *School Act*. Accordingly, after discussion with you, we have scheduled for this matter to be dealt with by the Board of Trustees on _____, 20__ at _____ a.m./p.m., at the School District Administration Office, 601 – 1 Avenue, S.W., Medicine Hat, Alberta.

If you wish to present any written material to the Board of Trustees, please provide that material to me prior to _____, 20__. The principal may, at that same time, provide written material regarding the reason for the suspension and recommendation for expulsion, as well as alternate educational programming available to your child. Any written material provided by you or the principal will be provided by copies to members of the Board of Trustees, as well as to you and the principal, shortly after _____, 20__.

If you have questions about this meeting of the Board of Trustees, please call me at _____.

Sincerely yours,

Associate Superintendent: Human Resources