

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: STUDENT EXPULSION HEARINGS

PROCEDURE CODE:	632 AP 002
Policy Reference: 632 – School Discipline	Exhibits: 632 E 002 – Student Expulsion Checklist 632 E 003 – Sample Template of Letter of Suspension 632 E 004 – Sample Letter Setting Hearing

PROCEDURE

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 _____ date.

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 Public School Division 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 Division).

Approved: May 17, 2005

Revised: April 28, 2015

