

STUDENT/PARENTS' GUIDELINES FOR EXPULSION HEARINGS

1. GENERAL

- 1.1 **Co-ordinating** : A Superintendent/Supervising Principal will be appointed by the Director of Education to co-ordinate the expulsion hearing in each case. The Co-ordinating Superintendent/Supervising Principal will send out the Notice of Hearing and may be contacted by the parent/student if there are any questions about the process.
- 1.2 **The "parties"** to the Expulsion Appeal Hearing are the Principal and the parents of the student who is the subject of the recommendation to expel, or the student if aged 18 years or 16/17 years and has withdrawn from parental control.

2. PRE-HEARING STEPS

- 2.1 **Review**: A Superintendent/Supervising Principal other than the Co-ordinating Superintendent/Supervising Principal may be appointed by the Director of Education to review the circumstances of the case and, in so doing may meet with the principal and the parent/student. If the Superintendent/Supervising Principal is of the view that it is appropriate in all of the circumstances to resolve the matter by substituting a suspension or other measures instead of an expulsion, the Superintendent/Supervising Principal may do so, if this would resolve the matter. The Superintendent/Supervising Principal shall have regard to all of the circumstances of the case in conducting his/her review including the applicable mitigating factors. The parties may agree to extend the deadline for hearing and determining the principal's recommendation to expel in order to permit the Superintendent/Supervising Principal's review to conclude.
- 2.2 **Notice of Hearing and Pre-Hearing Conference**: Regardless of any review being conducted by another Superintendent/Supervising Principal, the Co-ordinating Superintendent/Supervising Principal for the case will promptly send, to the parties to the hearing, a Notice of Hearing and, at the same time, a Notice of Pre-hearing Conference.
- 2.3 **Pre-Hearing Disclosure**: Each party will be required to advise each other in writing, at least 5 school days before the hearing, of the following:

- (a) A written outline of the party's position on the recommendation to expel, setting out in detail their position on whether the party agrees that the student engaged in the activity which the principal identified as the basis for the recommendation to expel as well as the party's position on discipline. *(In the case of the Principal, the Principal's report will set this out.)*
- (b) Copies of any documents which the party wants to give to the Committee at the hearing;
- (c) If the party proposes to call witnesses, a list of the witnesses whom the party intends to call at the hearing and a brief outline of what the witness(es) will say;
- (d) Whether the party will be represented by an advocate or lawyer.

2.4 **Amending List of Witnesses:** Under the Board procedure, the parties are required to disclose certain information to each other, including the names of any witnesses to be called and an outline of the evidence to be given, at least 5 days in advance of the hearing. Either party, after receiving this information from the other, may amend his/her list of witnesses, if any, to be called by that party within one school day after receiving the other party's disclosure. If the change involves calling a witness not mentioned in the initial disclosure, a brief outline of what this witness will say must be provided to the other party. Thereafter, no other changes are permitted without the permission of the Committee. However, and in any event, notice should be given to the other party as soon as possible of any changes in the proposed witnesses and documents to be given to the Committee.

2.5 **Pre-hearing Conference:** The Pre-hearing Conference will be conducted by either a member of the Committee designated to conduct the expulsion hearing or the Co-ordinating Superintendent/Supervising Principal. The purpose of the pre-hearing conference is to ensure that the principal and parent/student have disclosed to each other the issues which they intend to raise at the hearing, the witnesses they intend to call, if any, the documents which they wish to give to the Committee if any, and whether either will be represented by counsel or an advocate. An effort will be made to set up a pre-hearing conference within 2-5 days prior to the hearing (ie, following the date by which the parties should have completed pre-hearing disclosure) or soon thereafter as possible, to deal with procedural issues or any other issues which may assist in the just and

expeditious disposition of the proceeding. Where possible the hearing will be chaired by a member of the Committee which will hear the appeal and otherwise by the Co-ordinating Superintendent/Supervising Principal for the case. The following procedures are followed:

- (a) Unless both parties or their advocates/legal representatives participate in the pre-hearing conference, it will not proceed.
- (b) The pre-hearing conference may be held by teleconference.
- (c) Any issue which either the principal or the student /parent has regarding disclosure, the length of time set for the hearing and how that time will be divided between the parties, the conduct of an electronic hearing, or any other procedural issue which the party may have must be disclosed at the pre-hearing conference. If appropriate, discussion of the issues may be facilitated to attempt to resolve the procedural issue prior to the hearing.
- (d) The parties will be asked whether there are any issues or facts which they are in agreement on. Agreed to issues will be recorded and signed off by the parties.
- (e) Each party shall have the opportunity to state his/her position on any issue which the other party raises at the pre-hearing conference. However, if the party is unable to state his/her position at the pre-hearing conference, he/she may request an opportunity to respond to the issue in writing within 1 school day following the pre-hearing conference to the issue.
- (f) The time limit for the hearing should be discussed, as well as how the time will be divided.
- (g) If either party declines to participate in the pre-hearing conference, that party will be deemed to have waived any procedural issues which the party might otherwise have raised at the pre-hearing conference regarding disclosure or any other procedural issue, unless the party can satisfy the committee hearing the matter that there was a reasonable excuse for the party's failure to participate in the pre-hearing conference.

3. CONDUCT OF THE HEARING

- 3.1 **Time Limits for Presentations at Hearing:** The maximum time allotted for each hearing will be two hours, with up to an hour allotted to each party. Opening statements, information provided by all witnesses, and closing comments are to be taken into account in the hour allotted to each party. Where either or both parties persuade the Committee that additional time is reasonably required in order to have a fair opportunity to present his/her/their cases in the particular circumstances, the Committee may extend the time lines for the presentation, including scheduling additional hearing dates so long as the parties agree to extend the time limit for the Committee's decision where such extension is necessary to permit any additional hearing date to be scheduled.
- 3.2 **Order of Presentation:** The hearing will start with short opening statements from both parties, to state their positions. The Principal will make his/her presentation first, starting with an opening statement. The Student/Parent will then be given an opportunity to make a short opening statement. If the Principal calls any witnesses, those witnesses should be allowed to tell their own story and respond to questions from the committee. No direct examination or cross-examination is allowed. Any questions from the Principal of the parent/student or parent/student's witnesses, which would usually be for clarity purposes, must be directed through the Chair of the Committee. Following the completion of the Principal's presentation, the Student/Parent will make his/her presentation, including calling witnesses. The same rules apply to the Student/Parent's witnesses. Each party may then make a closing statement, commencing with the Principal. After the Student/Parent makes his/her closing statement, the Principal may Reply (if any time is left).
- 3.3 **Limit on Unduly Repetitious Evidence:** The Committee may exclude any evidence which is unduly repetitious.
- 3.4 **Maintenance of Order at Hearing:** The Committee has the power under the *Statutory Powers Procedure Act* to make such orders or give such directions at a hearing as it considers necessary to maintain order at the hearing. Should any person disobey or fail to comply with any such order or direction, the Committee or a member may call for the assistance of a peace officer to enforce the order or direction.
- 3.5 **Record of Hearing:** The Committee shall compile a "record" of the hearing – that is, copies of the documents which initiated the hearing

- and which were given to the Committee during the hearing. The record will include the Notice of Suspension, The Notice of Appeal, the Notice of Hearing, any order of the Committee on a preliminary issue, all documents filed with the Committee during the hearing, the Notice of Decision of the Committee, and where they are requested, reasons for the decision.
- 3.6 **Failure of Party to Attend Hearing After Due Notice:** Where a Notice of Hearing has been given to a party to the hearing in accordance with this procedure, and that party fails to attend the hearing, the Committee may proceed in the absence of the party and the party is not entitled to any further notice of the proceeding.
- 3.7 **Burden of Proof:** Where there is a conflict in the evidence presented by the parties on the issue of whether the student engaged in the activity in issue, the Committee will assess the evidence and determine, on the balance of probabilities, the evidence demonstrates that it is more probable than not that the student engaged in the activity as alleged by the principal.
- 3.8 **Decision:** The Committee may decide to expel the student, in which case the Committee will also decide whether to expel the student from the school only or from the all the Board's schools. Alternatively, the Committee may decide that a suspension is more appropriate and will decide the length of this suspension, including a shorter suspension than what the student has already served. Finally, the Committee may decide that no suspension or expulsion is appropriate, but may in its discretion order that another strategy be used to address the student's conduct
- 3.9 The Committee's decision to expel may be appealed to the Child and Family Services Review Board. Any other decision is final and cannot be appealed.
- 3.10 **Reasons for Decision:** The *Statutory Powers Procedure Act* provides that if requested by either party, the Committee must provide a brief statement of the reasons for its decision.
- 3.11 **In Camera:** The hearing will be in camera unless both parties agree otherwise.

4. SENDING/DELIVERY OF NOTICES

4.1 Where notice is given to a student, parent or principal under these procedures, the *Education Act* provides that receipt of the notice is deemed to be as follows:

- (a) Where an original document is sent by mail, or any other method of delivery where the original document is delivered to the recipient (e.g. courier), the document is deemed to be received by the person to whom it was sent on the 5th day after the day on which the notice was sent;
- (b) Where the document is sent by fax or other electronic means (eg. e-mail), the notice is deemed to be received by the person to whom it was sent on the day following the day it was sent.