**ADMINISTRATIVE PROCEDURES**

**Expulsion**

1. Student is suspended for offense with notification of expulsion hearing date (usually on the 4th day of suspension so that if parent misses the hearing date it can be reassigned for the 5th day).
2. Notice of Hearing is sent to the Administrative Assistant of the Assistant Superintendent for Support Services.
3. A Hearing Panel of three people is established with at least one of the panel members being a teacher who has a planning period during the hearing. The Assistant Principal (AP) is not a panel member but the facilitator of the hearing.
4. The hearing must be recorded.
5. The facilitator explains the reason for the hearing to the student and their legal guardian. Each side then has an opportunity to ask questions.
6. Parent and student are escorted out of the room.
7. The panel deliberates during which time the AP steps out of the hearing room to allow panel to deliberate.
8. Panel decides on a recommendation and the parent and student are invited back into the hearing room.
9. AP explains that the panel decision is a recommendation to the principal who will decide if recommendation for expulsion should move forward to the Office of the Assistant Superintendent for Support Services.
10. The panel lead/chair announces the recommendation and the facilitator explains the process moving forward (if recommendation is for expulsion). The hearing is concluded.
11. The AP briefs the principal and the principal decides if the recommendation or lack thereof will move forward.
12. If the recommendation is for expulsion, expulsion paperwork is sent to the Administrative Assistant of the Assistant Superintendent for Support Services within 48 hours.
13. The Administrative Assistant of the Assistant Superintendent for Support Services prepares an expulsion packet for the Superintendent and copies Assistant Superintendents and the appropriate Academic Directors (Elementary or Secondary).
14. The Superintendent decides if the expulsion will be recommended to the School Board.
15. If expulsion is recommended, a Notice of Expulsion is delivered to the parent/guardian of the student and a signature of receipt is obtained.