



DATE: [REDACTED]

TO: Darrel Robertson, Superintendent of Schools

FROM: Sec 17(1)(4)(d)(g) [REDACTED]

SUBJECT: Student Expulsion Case No. [REDACTED]

ORIGINATOR Sec 17(1)(4)(d)(g) [REDACTED]

RESOURCE

STAFF: Michael Freed, Clinton Preeper

ISSUE

Recommendation for Expulsion

RECOMMENDATION

That the expulsion of Sec 17(1) [REDACTED] School, pursuant to Section 25 of the *School Act* be approved.

BACKGROUND

Sec 17(1) [REDACTED]

On [REDACTED], an investigation by the administration found [REDACTED] to be in possession of [REDACTED] and Marijuana for the purpose of distribution.

RELATED FACTS

Information related to the investigation of this matter by the school administration is included in Attachment I. All written communications related to Sec 17(1) [REDACTED] suspension and proposed expulsion are included in Attachment II. Information related to Sec 17(1) [REDACTED] enrolment history, academic achievement, attendance and behaviour is included in Attachment III. The letter directing Sec 17(1)(4)(d)(g) [REDACTED] School after [REDACTED] expulsion from Sec 17(1)(4)(d)(g) [REDACTED] School is included (Appendix I on green paper). The report recommending Sec 17(1) [REDACTED] expulsion from [REDACTED] School is also included (Appendix II on blue paper).

OPTIONS

Possession of prescription and illegal drugs for the purpose of distribution constitutes a serious breach of Section 12 of the *School Act*, school and district rules, regulations, policies, and expectations. Sec 1(1) [REDACTED] actions, which are unacceptable, posed a threat to the safety and well-being of other students and staff. Sec 17(1) [REDACTED] must be made aware that there are consequences for this behaviour. As a result it is recommended that:

1. Sec 17(1) [REDACTED] be expelled from Sec 17(1) [REDACTED] School indefinitely;
2. Alternatively, [REDACTED] may be returned to [REDACTED] School, perhaps under contract or with conditions.

CONSIDERATIONS & ANALYSIS

Shall be presented by the student, the family and the school administration at the time of the hearing.

NEXT STEPS

A decision will be made by [REDACTED] Following this, Michael Freed or Clinton Preeper will communicate the decision to the family and facilitate enrolment at the appropriate school.

ATTACHMENTS & APPENDICES

ATTACHMENT I Principal's Report

ATTACHMENT II Communication Regarding the Suspension and Proposed Expulsion

ATTACHMENT III Enrolment, Academic History, Attendance, and Behaviour

APPENDIX I Letter Directing sec 17(1) [REDACTED] to sec 17(1)(4) [REDACTED] School (green paper)

APPENDIX II Report Recommending sec 17(1) [REDACTED] Expulsion from sec 17(1)(4) [REDACTED] School (blue paper)

MF:CP:ts

sec 17(1)(4)

sec 17(1)(4)

Date: sec 17(1)(4)
To: Darrel Robertson, Superintendent of Schools
From: sec 17(1)(4)
Subject: Recommendation to Expel sec 17(1)(4) from sec 17(1)(4) School

On sec 17(1)(4) held a transition meeting to support transition to School. was transitioning to after an expulsion from School and sec 17(1)(4)(d) had further supported transition this fall with check-in meetings, parent communications, customized scheduling changes, teacher meetings about progress and behaviour, and development that supported recommendations. Despite these supports, had a number of behavioural incidents as well as unexcused absences and lates already this school year.

sec 17(1)(4)

Expectations for student conduct and potential consequences for inappropriate choices were communicated in the following manner:

- in the Student Handbook
 - posted in all classrooms
 - posted to School Zone
- in the September school newsletter (posted to the [redacted] website and on SchoolZone)
- sent home as a school opening form (signed by [redacted] and [redacted] parent)
- discussed on first day of school in homeroom, as well as on an ongoing basis in homeroom discussions

[redacted] signing of the [redacted] Student Conduct Policy" denotes [redacted] understanding that our policy stipulates:

- students shall be responsible and accountable for their behaviour and conduct while on school property, and during lunch periods on or off school property

- students have the right to be in an environment that is free from physical, social and emotional abuse
- grounds for disciplinary action that could lead to suspension or expulsion exist when a student possesses or uses of illegal drugs, alcohol, or inhalants in school and on school property.

Despite signing our Code of Conduct and having rules and consequences thoroughly explained repetitively to [REDACTED] by teachers and school administrators, [REDACTED] has chosen to break these rules. Along with this, [REDACTED] has influenced numerous students who continue to look up to [REDACTED] and follow [REDACTED] actions. This is very concerning to us when we consider the safety of our students.

Following notification to [REDACTED] parent on [REDACTED] I suspended [REDACTED] for five school days (communicated in telephone conversation with [REDACTED] - during this call, [REDACTED] indicated that [REDACTED]

The decision to recommend expulsion was transmitted to [REDACTED] in a telephone conversation on [REDACTED] and was confirmed in a letter dated [REDACTED] (sent by courier on [REDACTED] to the [REDACTED] residence).

[REDACTED] ongoing possession of drug paraphernalia and drugs, as well as the sale of illegal drugs in school and on school property was in direct contravention of district and school policy and poses a serious threat to the safety and security of students and staff. This latest event in which [REDACTED] was involved in is not an isolated incident. It is deeply concerning and alarming that [REDACTED] was suspended on several occasions (in [REDACTED] previous schools) and ultimately expelled from [REDACTED] School in [REDACTED] for a similar incident of possession and distribution of illegal drugs. Since attending [REDACTED] School this year, [REDACTED] attendance has problematic and [REDACTED] behaviour has severely affected the orderly operation of [REDACTED] School and has been extremely injurious to the physical and mental well-being of others in the school. It is, therefore, my recommendation that [REDACTED] be expelled from [REDACTED] School.



Pages 6 through 40 redacted for the following reasons:

sec 17(1)(4) - Printout from SIS, demographic, marks, assessments, etc

sec 17(1)(4)(d)(f) - severed handwritten student statement, photos of text messages, and evidence

Sec 17(1)

Dear [REDACTED]

RE: [REDACTED]

DOB [REDACTED]

This is to inform you in writing that you [REDACTED] has been suspended for 5 days out-of-school from [REDACTED] inclusive.

The reason for [REDACTED] suspension is that on [REDACTED]

- Was in possession of illegal substance (Marijuana) during school hours
- Was in possession of a controlled substance ([REDACTED]) with the intent to distribute

This action imperils the safety of students and is clearly not condoned. It is a contravention of Edmonton Public Schools Behaviour and Conduct Policy. I intend to investigate this matter further and additional disciplinary actions, including a recommendation to the Superintendent of Schools for expulsion from [REDACTED] School may result.

[REDACTED] may continue [REDACTED] schoolwork by accessing SchoolZone (www.schoolzone.epsb.ca) or by calling the school at [REDACTED]. I will also contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.

During the suspension [REDACTED] is not permitted to be in the school or on school property. Please contact me at [REDACTED] should you have any questions regarding these matters.

Yours truly,

Copy: Student Record

Dear [REDACTED]

RE: [REDACTED]
[REDACTED]

Further to my letter of [REDACTED] and the telephone conversation today, I wish to confirm that I have recommended to Mr. Darrel Robertson, Superintendent of Schools, that your [REDACTED] be expelled from [REDACTED] School.

This recommendation results from [REDACTED] suspension on [REDACTED] when it was discovered that [REDACTED] was in possession of an illegal substance (marijuana) during school hours. [REDACTED] was also in possession of a controlled substance ([REDACTED]) with the intent to distribute and sell these drugs.

[REDACTED] current suspension is being extended until the Superintendent has made a decision on this recommendation. As described in a letter dated [REDACTED], [REDACTED] may not be at or near the school, and [REDACTED] may not attend any school activities during the term of [REDACTED] suspension.

[REDACTED] may continue [REDACTED] schoolwork by accessing SchoolZone (www.schoolzone.epsb.ca) or by calling the school at [REDACTED]. I will also contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.

Information regarding the date of the expulsion hearing, the procedures to be followed, and your rights with regards to this matter will be sent to you by the individual who will be chairing the hearing.

If you wish to discuss this matter further, please contact me at [REDACTED]

Yours truly,



cc Mr. Darrel Robertson, Superintendent of Schools



BOARD OF TRUSTEES

WARD A Cheryl Johner
WARD B Michelle Draper
WARD C Orville Chubb
WARD D Ray Martin
WARD E Ken Gibson
WARD F Michael Janz
WARD G Bridget Stirling
WARD H Nathan Ip
WARD I Sherry Adams

SUPERINTENDENT OF SCHOOLS

Darrel Robertson

Centre for Education
1 Kingsway NW
Edmonton AB T5H 4G9
T 780-429-8000
F 780-429-8318
E info@epsb.ca

Dear [REDACTED]

In a letter to you dated [REDACTED] Principal, advised that [REDACTED] would be recommending that your [REDACTED], be expelled from [REDACTED] School.

I am writing to advise you that [REDACTED] recommendation will be considered at a hearing conducted by me, commencing at:

**1:15 p.m. on [REDACTED]
Superintendent's Conference Room
Centre for Education
One Kingsway Avenue**

Parking is available to you in the underground parking area. Upon arrival at the Centre for Education, please report to the reception desk on the main floor to obtain your visitor passes. Please note that the Centre for Education is a scent sensitive building, and we appreciate your efforts to avoid the use of perfumes and colognes and to use unscented personal grooming products when you visit the building.

Prior to the hearing, I will receive a report containing information pertinent to the recommendation to expel [REDACTED] from [REDACTED] School. You will also be provided with a copy of this report on or before [REDACTED] Assistant Principal, and one or two members of the administration may also be present at the hearing.

Please note that, in accordance with the attached District policy my decision is not limited to the recommendation provided by the principal, and may include expelling [REDACTED] from all district schools if warranted by the circumstances.

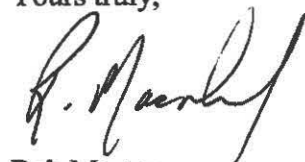
You and your [REDACTED] have the right to be in attendance at the hearing, to be heard, to provide written information, and to be represented by an advocate or legal counsel. As this hearing may have significant implications for [REDACTED] educational options, I would strongly encourage you and [REDACTED] to attend. In order that the necessary arrangements can be made for the hearing on [REDACTED] please advise me who will be attending. If you have any written materials you wish me to consider, you may submit them to my office in the Centre for Education prior to the hearing, or to me at the hearing.

You will be informed of my decision regarding the recommendation to expel [REDACTED] from [REDACTED] School as soon as possible after the hearing but no later than [REDACTED], which is the tenth school day from the date of [REDACTED] suspension. You are reminded that while on suspension, [REDACTED] may not be on district property or attend any school events.

Although there exists no absolute right to an adjournment of an expulsion hearing, if you believe that you require more time to prepare your case, you may make a request in writing, ensuring that the request is received at my office prior to the hearing. Any adjournment granted will be on the understanding that [REDACTED] will not be allowed access to school or a school program within the District until the District has dealt with the expulsion recommendations, and that you and [REDACTED] have irrevocably waived any right you may otherwise have had to object to the delay in holding the hearing under *School Act* grounds or otherwise.

If you have any questions regarding the procedures to be followed as outlined in this letter, please contact Mr. Michael Freed or Mr. Clinton Preeper, District Support Services, by phone at 780-429-8030 or fax 780-498-8778.

Yours truly,



for
Bob Morter

BM:ts
Enclosure

cc: [REDACTED] School

CODE: HGD.BP

EFFECTIVE DATE: (17-09-2013)

TOPIC: Student Suspension and Expulsion

ISSUE DATE: (19-09-2013)

REVIEW YEAR: (09-2020)

PURPOSE

The purpose of this policy is to delegate authority and provide direction to the Superintendent of Schools to develop and administer a student suspension and expulsion process. This process is in compliance with Alberta Education requirements to support safe, caring and respectful learning environments for all students.

DEFINITIONS

Suspension: The term used to describe an action by a principal or teacher authorized under the *School Act* s. 24 which temporarily denies a student access to one or more of the following:

- a. one or more class periods;
- b. one or more courses;
- c. school; or
- d. riding in a school bus.

Note: Although a suspension cannot be appealed, a principal can reinstate a student who has been suspended.

Expulsion: The term used to describe an action by the Board of Trustees or its delegate, in accordance with the *School Act* s. 25, which for a period of more than 10 days, denies a student access to one or more of the following:

- a. course(s);
- b. one or more schools; or
- c. riding in a school bus.

Procedural Fairness: A common law doctrine that requires: a person exercising statutory power to give some form of notice of a pending decision to a person (parent/guardian and student); an opportunity for that person to comment and or be represented; and the requirement that the official making the decision be unbiased.

POLICY

The Board of Trustees recognizes the role of discipline in creating a safe and supportive learning environment in which all students can reach their full potential. While ideally students should be in regular attendance at school, the Board of Trustees acknowledges that there are times when a student needs a reflective opportunity to learn from experience to further their education, or to ensure the safety of others, and that as a result a student may be suspended or expelled.

The Board of Trustees acknowledges the role of suspension and expulsion of a student, in response to a violation of the student behaviour and conduct policy or administrative regulation, when:

- other means of corrective action have failed to bring about orderly or appropriate conduct on the part of the student; or
- the student's behaviour is so severe that lesser corrective action would be insufficient.

The Board of Trustees delegates authority to act on its behalf in all matters pertaining to student expulsion to the Superintendent of Schools and to comply with the *School Act*. This delegation of authority to the Superintendent of Schools includes the right to sub-delegate authority and responsibility to an individual or roster of individuals to preside over expulsion hearings.

The Superintendent of Schools and individuals identified by the Superintendent of Schools to preside over a student expulsion hearing shall have the authority to:

- return a student to the current school;
- expel the student from the current school and direct them to another school or program in the District;
- where no lesser option is determined to be appropriate, expel the student from all district schools and direct the sponsorship of the student to Alberta Distance Learning to continue their schooling; or
- hear requests for reinstatement of a student who has been expelled from all district schools, and where appropriate, reinstate a student, direct the student to an appropriate placement within the District and ensure that a plan for reintegration of the student is developed.

A decision on a student expulsion made under this delegation of authority is considered a decision of the Board of Trustees for the purposes of a review by the Minister under the *School Act* s. 124.

EXPECTATIONS

1. The Superintendent of Schools shall establish appropriate administrative regulation, processes and assign responsibilities to ensure that all duties and responsibilities of the Board of Trustees are carried out with respect to suspensions and expulsions in accordance with the *School Act*.
2. The Board of Trustees expects that a Chair of an expulsion hearing inform the Superintendent of Schools prior to releasing a decision to expel a student from all district schools.
3. The Board of Trustees expects that suspension and expulsion processes will ensure procedural fairness to the student and that the parents or guardians and/or student are adequately informed of the process and options available.
4. The Board of Trustees expects that suspension and expulsion processes will be designed to assist students in their learning and development through self-reflection rather than being only punitive in nature.

ACCOUNTABILITY

1. Aggregated information on student suspensions and expulsions shall be reported annually to the Board of Trustees.
2. In the case of a student who has been expelled from all district schools, the Superintendent of Schools shall inform the Board of Trustees, in confidence, at the first available opportunity of the circumstances and education provisions made for the student.

REFERENCES

HG.BP – Student Behaviour and Conduct

HGD.AR - Student Suspension and Expulsion

School Act Sections 12, 24, 25, 61(1) and 124

Pages 48 through 76 redacted for the following reasons:

sec 17(1)(4) - Printout from SIS, demographic, marks, assessments, etc



Board of Trustees

Sarah Hoffman, *Chair*

Michael Janz, *Vice-Chair*

Sherry Adams

Orville Chubb

Michelle Draper

Ken Gibson

Nathan Ip

Cheryl Johner

Ray Martin

Superintendent of Schools

Darrel Robertson

Centre for Education

One Kingsway NW

Edmonton, Alberta T5H 4G9

T 780-429-8000

F 780-429-8318

E info@epsb.ca

www.epsb.ca

sec 17(4)

sec 17(1)

Dear [REDACTED]

This letter is to confirm my decision arising from a hearing you and your [REDACTED] attended on [REDACTED]. My decision has been based on information contained in the recommendation report from the principal and the information presented at the hearing on behalf of [REDACTED]. I have concluded that [REDACTED] did in fact do the following: has demonstrated conduct that threatens the safety of students, including possession and distribution of illegal drugs. It is my view that in the circumstances, expulsion from [REDACTED] School is the proper action. In addition, I am directing [REDACTED] School for the rest of the [REDACTED] school year. Please note that you have the right, pursuant to Section 124 of the *School Act*, to request that the Minister of Education review my decisions in this matter.

[REDACTED], Principal, [REDACTED] School [REDACTED] Edmonton, phone [REDACTED], and [REDACTED] staff are prepared to work with [REDACTED] to provide [REDACTED] every opportunity for success. I sincerely hope that [REDACTED] will take advantage of this opportunity by attending regularly, behaving appropriately, and working diligently on [REDACTED] courses. [REDACTED] needs to be aware that another breach of the provisions of Section 12 of the *School Act* could well result in a recommendation that [REDACTED] be expelled from all district schools. To assist [REDACTED] in adapting to [REDACTED] new setting, I encourage you to review with [REDACTED] the attached brochure describing the District's Student Behaviour and Conduct Policy. Upon enrolment at [REDACTED] School, [REDACTED] should also familiarize [REDACTED] with the school's discipline plan and any additional behavioural expectations. Section 12 of the *School Act* states:

A student shall conduct [REDACTED] so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the Board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct; and
- (f) respect the rights of others.

Ms. Gail Haydey, District Support Services, has discussed these matters with you. I understand that you are in the process of arranging [REDACTED] enrolment at [REDACTED] School.

[REDACTED] will require the prior written approval of the Superintendent of Schools to transfer to any other school or program in the District before the completion of the [REDACTED] school year. To access programming in the District for the [REDACTED] school year, and to ensure course selection in a timely manner, [REDACTED] should participate in the District's pre-enrolment process which will occur in the spring of [REDACTED]. Failure to do so may restrict [REDACTED] choice of schools or courses for the [REDACTED] school year.

I also recommend that you caution [REDACTED] regarding trespassing on school property. Please ensure that [REDACTED] does not visit or appear on the property of any school or program in the District, other than the school in which [REDACTED] is enrolled, without the prior approval of the principal of that school or program. Section 27 (1) of the *School Act* provides as follows:

No person shall:

- (a) disturb or interrupt the proceedings of a school;
- (b) disturb or interrupt the proceedings of a school meeting or board meeting; or
- (c) loiter or trespass in a school building or on property owned by the Board.

Section 277 of the *School Act* states: Any person who contravenes Section 27, 81, or 112 is guilty of an offence and liable to a fine of not more than \$1,000.

Yours truly,



Cameron Buchanan

CB:nn

Attachment

cc: (without attachment)

[REDACTED] School
[REDACTED] School



APPENDIX II

DATE: [REDACTED]
TO: Darrel Robertson, Superintendent of Schools
FROM: sec 17(4) [REDACTED], Principal, [REDACTED]
SUBJECT: [REDACTED]
ORIGINATOR [REDACTED] School
RESOURCE
STAFF: Michael Freed, Gail Haydey

ISSUE

Recommendation for Expulsion.

RECOMMENDATION

That the expulsion of sec 17(1) [REDACTED] (Case No. [REDACTED]) from [REDACTED], pursuant to Section 25 of the *School Act* be approved.

BACKGROUND

[REDACTED] of age, is in [REDACTED].
Currently, [REDACTED].
On multiple occasions including [REDACTED] has demonstrated conduct that threatens the safety of students including possession and distribution of illegal drugs.

RELATED FACTS

Information related to the investigation of this matter by the school administration is included in Attachment I. All written communications related to [REDACTED] suspension and proposed expulsion are included in Attachment II. Information related to [REDACTED] enrolment history, academic achievement, attendance and behaviour is included in Attachment III.

OPTIONS

Conduct that threatens the safety of students and possession and distribution of illegal drugs constitute serious breaches of Section 12 of the *School Act*, school and district rules, regulations, policies, and expectations. [REDACTED] actions, which are unacceptable, posed a threat to the safety and well-being of other students and staff. [REDACTED] must be made aware that there are consequences for this behaviour. As a result, it is recommended that:

1. [REDACTED] be expelled from [REDACTED] School indefinitely;
2. Alternatively, [REDACTED] may be returned to [REDACTED], perhaps under contract or with conditions.

CONSIDERATIONS & ANALYSIS

Shall be presented by the student, the family and the school administration at the time of the hearing.

NEXT STEPS

A decision will be made by [REDACTED] Following this, Michael Freed or Gail Haydey will communicate the decision to the family and facilitate enrolment at the appropriate school.

ATTACHMENTS & APPENDICES

ATTACHMENT I Principal's Report

ATTACHMENT II Communication Regarding the Suspension and Proposed Expulsion

ATTACHMENT III Enrolment, Academic History, Attendance and Behaviour

MF:GH:ts

Incident Report

Date: sec 17(4)

To: Darrel Robertson, Superintendent of Schools

From: School

Re: sec 17(1)(4)

is a grade student at School. first arrived with us a week into the current school year. was looking for a fresh start from previous school. my assistant principal and I met with and to clearly establish the expectations and rules that would need to follow at School. After listening to their request and their commitment to trying at a new school, we agreed to give a new opportunity.

Since the beginning of has been a negative and disruptive influence on the learning environment of others. Administration and many members of our external agency partners (through our Wrap Around Services Team) have tried numerous strategies to work with. None of these have been successful and we feel it is in the best interest of, the teachers, and the other students at that is placed in a different learning environment.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] signed the school Code of Conduct for student's attending [REDACTED] school and it was clearly and thoroughly explained repetitively to [REDACTED] from the [REDACTED] administration team. [REDACTED] clearly knew the consequences of [REDACTED] behaviour but continually chose to break those rules. Out of the [REDACTED] days of school that [REDACTED] has been registered with us, [REDACTED] has been suspended for [REDACTED] of those days. [REDACTED] negative behaviour has continued and regardless of the consequences [REDACTED] has not made any positive choices. Along with this, [REDACTED] has influenced numerous students who continue to look up to [REDACTED] and follow [REDACTED] actions. This is very concerning to us when we consider the safety of our students. Because of this ongoing behaviour and [REDACTED] continuing negative affect on our school community, and because attempts to change [REDACTED] behaviour and conduct have failed, I am recommending expulsion from [REDACTED] School.

Sincerely,

[REDACTED]

Pages 83 through 101 redacted for the following reasons:

sec 17(1)(4) - handwritten student statements, pictures, Facebook messages btwn students,

sec 17(1)(4)

sec 17(1)(4)

sec 17(1)

Dear [REDACTED]

RE: Out-of-School Suspension

I regret to inform you that your [REDACTED], has been suspended from school for five (5) days – [REDACTED] through [REDACTED] inclusive. Please note that [REDACTED] is a non-instructional day at [REDACTED] School.

The reasons for [REDACTED] suspension are:

- Possession of alcohol on school property
- Possession of cigarettes on school property
- Conduct which threatens the safety of students through Facebook messaging

This behaviour is unacceptable and is in contravention of [REDACTED] School and Edmonton Public Schools Behaviour and Conduct Policy.

I intend to investigate this matter further and additional disciplinary actions, including a recommendation to the Superintendent of schools for expulsion from [REDACTED] School may result.

I will contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.

During [REDACTED] suspension [REDACTED] may not be in the school, on school property or in attendance at school events.

Sincerely,

Dear [REDACTED]

Re: [REDACTED]

Further to the suspension letter dated [REDACTED] and the conversation you had with my Assistant Principal, [REDACTED] on the Morning of [REDACTED] I wish to confirm that I have recommended to Mr. Darrel Robertson, Superintendent of Schools, that your [REDACTED] be expelled from [REDACTED] School.

This recommendation results from [REDACTED] possession of alcohol and cigarettes on school property. [REDACTED] actions have also disrupted the learning environment of the school on an on-going basis.

[REDACTED] current suspension is being extended until the Superintendent has made a decision on this recommendation. As described in a letter dated [REDACTED] [REDACTED] may not be at or near the school, and [REDACTED] may not attend any school activities during the term of [REDACTED] suspension.

[REDACTED] may continue [REDACTED] schoolwork by accessing SchoolZone (www.schoolzone.epsb.ca) or by calling the school at [REDACTED] I will also contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.

Information regarding the date of the expulsion hearing, the procedures to be followed, and your rights with regards to this matter will be sent to you by the individual who will be chairing the hearing.

If you wish to discuss this matter further, please contact me at [REDACTED]

Yours truly,



EDMONTON PUBLIC SCHOOLS

Board of Trustees

Sarah Hoffman, *Chair*
Michael Janz, *Vice-Chair*
Sherry Adams
Orville Chubb
Michelle Draper
Ken Gibson
Nathan Ip
Cheryl Johner
Ray Martin

Superintendent of Schools
Darrel Robertson

Centre for Education
One Kingsway NW
Edmonton, Alberta T5H 4G9
T 780-429-8000
F 780-429-8318
E info@epsb.ca
www.epsb.ca

Dear [REDACTED]

In a letter to you dated [REDACTED] Principal, advised that [REDACTED] would be recommending that your [REDACTED] be expelled from [REDACTED]

I am writing to advise you that [REDACTED] recommendation will be considered at a hearing conducted by me, commencing at:

**1:00 p.m. on [REDACTED]
Superintendent's Conference Room
Centre for Education
One Kingsway Avenue**

Parking is available to you in the underground parking area. Upon arrival at the Centre for Education, please report to the reception desk on the main floor to obtain your visitor passes. Please note that the Centre for Education is a scent sensitive building, and we appreciate your efforts to avoid the use of perfumes and colognes and to use unscented personal grooming products when you visit the building.

Prior to the hearing, I will receive a report containing information pertinent to the recommendation to expel [REDACTED] from [REDACTED] School. You will also be provided with a copy of this report on or before [REDACTED], Assistant Principal, and one or two members of the administration may also be present at the hearing.

Please note that, in accordance with the attached district policy my decision is not limited to the recommendation provided by the principal, and may include expelling [REDACTED] from all district schools if warranted by the circumstances.

You and your [REDACTED] have the right to be in attendance at the hearing, to be heard, to provide written information, and to be represented by an advocate or legal counsel. As this hearing may have significant implications for [REDACTED] educational options, I would strongly encourage you and [REDACTED] to attend. In order that the necessary arrangements can be made for the hearing on [REDACTED] please advise me who will be attending. If you have any written materials you wish me to consider, you may submit them to my office in the Centre for Education prior to the hearing, or to me at the hearing.

You will be informed of my decision regarding the recommendation to expel [REDACTED] from [REDACTED] [REDACTED] as soon as possible after the hearing but no later than [REDACTED] which is the tenth school day from the date of [REDACTED] suspension. You are reminded that while on suspension, [REDACTED] may not be on district property or attend any school events.

Although there exists no absolute right to an adjournment of an expulsion hearing, if you believe that you require more time to prepare your case, you may make a request in writing, ensuring that the request is received at my office prior to the hearing. Any adjournment granted will be on the understanding that [REDACTED] will not be allowed access to school or a school program within the District until the District has dealt with the expulsion recommendations, and that you and [REDACTED] have irrevocably waived any right you may otherwise have had to object to the delay in holding the hearing under *School Act* grounds or otherwise.

If you have any questions regarding the procedures to be followed as outlined in this letter, please contact Ms. Gail Haydey or Mr. Michael Freed, District Support Services, by phone at 780-429-8030 or fax 780-498-8778.

Yours truly,



Cam Buchanan

CB:ts
Enclosure

cc: [REDACTED] School

Edmonton Public Schools

Board Policies and Regulations

CODE: IGD.BP

TOPIC: Student Suspension and Expulsion

EFFECTIVE DATE: 17-09-2013

ISSUE DATE: 19-09-2013

REVIEW DATE: 09-2020

PURPOSE

The purpose of this policy is to delegate authority and provide direction to the Superintendent of Schools to develop and administer a student suspension and expulsion process. This process is in compliance with Alberta Education requirements to support safe, caring and respectful learning environments for all students.

DEFINITIONS

1. **Suspension:** The term used to describe an action by a principal or teacher authorized under the *School Act* s. 24 which temporarily denies a student access to one or more of the following:
 - a. one or more class periods;
 - b. one or more courses;
 - c. school; or
 - d. riding in a school bus.

Note: Although a suspension cannot be appealed, a principal can reinstate a student who has been suspended.

2. **Expulsion:** The term used to describe an action by the Board of Trustees or its delegate, in accordance with the *School Act* s. 25, which for a period of more than 10 days, denies a student access to one or more of the following:
 - a. course(s);
 - b. one or more schools; or
 - c. riding in a school bus.
3. **Procedural Fairness:** A common law doctrine that requires: a person exercising statutory power to give some form of notice of a pending decision to a person (parent/guardian and student); an opportunity for that person to comment and or be represented; and the requirement that the official making the decision be unbiased.

POLICY

The Board of Trustees recognizes the role of discipline in creating a safe and supportive learning environment in which all students can reach their full potential. While ideally students should be in regular attendance at school, the Board of Trustees acknowledges that there are times when a student needs a reflective opportunity to learn from experience to further their education, or to ensure the safety of others, and that as a result a student may be suspended or expelled.

The Board of Trustees acknowledges the role of suspension and expulsion of a student, in response to a violation of the student behaviour and conduct policy or administrative regulation, when:

- other means of corrective action have failed to bring about orderly or appropriate conduct on the part of the student; or
- the student's behaviour is so severe that lesser corrective action would be insufficient.

The Board of Trustees delegates authority to act on its behalf in all matters pertaining to student expulsion to the Superintendent of Schools and to comply with the *School Act*. This delegation of authority to the Superintendent of Schools includes the right to sub-delegate authority and responsibility to an individual or roster of individuals to preside over expulsion hearings.

The Superintendent of Schools and individuals identified by the Superintendent of Schools to preside over a student expulsion hearing shall have the authority to:

- return a student to the current school;
- expel the student from the current school and direct them to another school or program in the District;
- where no lesser option is determined to be appropriate, expel the student from all district schools and direct the sponsorship of the student to Alberta Distance Learning to continue their schooling; or
- hear requests for reinstatement of a student who has been expelled from all district schools, and where appropriate, reinstate a student, direct the student to an appropriate placement within the District and ensure that a plan for reintegration of the student is developed.

A decision on a student expulsion made under this delegation of authority is considered a decision of the Board of Trustees for the purposes of a review by the Minister under the *School Act* s. 124.

EXPECTATIONS

1. The Superintendent of Schools shall establish appropriate administrative regulation, processes and assign responsibilities to ensure that all duties and responsibilities of the Board of Trustees are carried out with respect to suspensions and expulsions in accordance with the *School Act*.
2. The Board of Trustees expects that a Chair of an expulsion hearing inform the Superintendent of Schools prior to releasing a decision to expel a student from all district schools.
3. The Board of Trustees expects that suspension and expulsion processes will ensure procedural fairness to the student and that the parents or guardians and/or student are adequately informed of the process and options available.
4. The Board of Trustees expects that suspension and expulsion processes will be designed to assist students in their learning

ACCOUNTABILITY

1. Aggregated information on student suspensions and expulsions shall be reported annually to the Board of Trustees.
2. In the case of a student who has been expelled from all district schools, the Superintendent of Schools shall inform the Board of Trustees, in confidence, at the first available opportunity of the circumstances and education provisions made for the student.

Reference(s):

IG.BP - Student Behaviour and Conduct

IGD.AR - Student Suspension and Expulsion

School Act Sections 12, 24, 25, 61(1) and 124



Pages 108 through 171 redacted for the following reasons:

sec 17(1)(4) - Printout from SIS, demographic, marks, assessments, etc

sec 17(4)

sec 17(1)

Dear [REDACTED]

RE: Out-of-School Suspension

I regret to inform you that your [REDACTED] has been suspended from school for five (5) days – [REDACTED] through [REDACTED] inclusive.

The reasons for [REDACTED] suspension are:

- Role as a participant in the sharing of an illegal substance on school property
- Possession and/or use of illegal drugs on school property (smoking marijuana on school property)

This behaviour is unacceptable and is in contravention of [REDACTED] School and Edmonton Public Schools Behaviour and Conduct Policy.

I intend to investigate this matter further and additional disciplinary actions, including a recommendation to the Superintendent of schools for expulsion from [REDACTED] School may result.

I will contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.




During [REDACTED] suspension [REDACTED] may not be in the school, on school property or in attendance at school events.






Sincerely,

sec 17(1)(4)

Dear 


RE: Out-of-School Suspension



I regret to inform you that your , has been suspended from school for three (3) days -  through  inclusive.


 is requested to meet with me on  at 8:30 so that we can discuss the incident and the conditions under which  will continue  studies at  School.

The reasons for  suspension are:

- Verbally abusing an ETS driver while on an ETS bus
- Throwing milk while on an ETS bus
- Lying to an Administrator at the school regarding the incident

This behaviour is unacceptable and is in contravention of  School and Edmonton Public Schools Behaviour and Conduct Policy.

During  suspension  may not be in the school, on school property or in attendance at school events.



RE: Out-of-School Suspension

I regret to inform you that your [REDACTED] has been suspended from school for one (1) day - [REDACTED].

[REDACTED] is requested to meet with me on [REDACTED] at 8:30 so that we can discuss the incident and the conditions under which [REDACTED] will continue [REDACTED] studies at [REDACTED] School. Please note that [REDACTED] is a non-instructional day at [REDACTED] School.

The reasons for [REDACTED] suspension are:

- Contravention of district policies and regulations related to student attendance (non-attendance/skipping classes)
- Willful disobedience

This behaviour is unacceptable and is in contravention of [REDACTED] School and Edmonton Public Schools Behaviour and Conduct Policy.

During [REDACTED] suspension [REDACTED] may not be in the school, on school property or in attendance at school events.

Re: Five Day Out of School Suspension for

Dear

As per our conversation on this letter confirms our decision to suspend from attendance at School. This suspension is in accordance with the School Act, Section 24 and Edmonton Public School Board Policy regulations.

is being suspended for violating the school's closed campus policy. school grounds during the lunch hour.

These actions constitute a contravention of the district and school behavior and conduct policies which have been outlined numerous times during the year. actions disrupted the orderly operation of the school and will not be condoned.

The period of suspension is for five school days, inclusive. While on this suspension, is not allowed to attend classes, nor is allowed to participate in school activities or be on school property. During this suspension, is responsible for any tests, homework and assignments that may miss.

may return to school on Thank you for your support in this matter.

Respectfully,

CC: Student Record

Sec 17(1)

Re: Five Day Out of School Suspension for

Dear

As per our conversation on this letter confirms our decision to suspend from attendance at School. This suspension is in accordance with the School Act, Section 24 and Edmonton Public School Board Policy regulations.

is being suspended for being in possession of a controlled substance while at school.

These actions constitute a contravention of the district and school behavior and conduct policies which have been outlined numerous times during the year. actions disrupted the orderly operation of the school and will not be condoned.

The period of suspension is for five school days inclusive. While on this suspension, is not allowed to attend classes, nor is allowed to participate in school activities or be on school property. During this suspension, is responsible for any tests, homework and assignments that may miss.

may return to school or Thank you for your support in this matter.

Respectfully,

CC: Student Record

As per the conversation you had with [REDACTED] on [REDACTED] this letter confirms our decision to suspend [REDACTED] from attendance at [REDACTED]. This suspension is in accordance with the School Act, Section 24 and Edmonton Public School Board Policy regulations.

[REDACTED] is being suspended for defiance of school authorities. [REDACTED] These actions constitute a contravention of the district and school behavior and conduct policies which have been outlined numerous times during the year. [REDACTED] actions disrupted the orderly operation of the school and will not be condoned.

The period of suspension is for four school days, [REDACTED] inclusive. While on this suspension, [REDACTED] is not allowed to attend classes, nor is [REDACTED] allowed to participate in school activities or be on school property. During this suspension, [REDACTED] is responsible for any tests, homework and assignments that [REDACTED] may miss.

[REDACTED] may return to school on [REDACTED]. We will work with [REDACTED] to ease the transition back to a regular schedule and avoid further incidents of this nature. Thank you for your support in this matter.

Respectfully,

[REDACTED]

C: Student Record

DATE: [REDACTED]
TO: Darrel Robertson, Superintendent of Schools
FROM: [REDACTED]
SUBJECT: [REDACTED]
RESOURCE
STAFF: Michael Freed, Clinton Preeper

ISSUE

Recommendation for Expulsion

RECOMMENDATION

That the expulsion of [REDACTED] from [REDACTED] School, pursuant to Section 25 of the *School Act* be approved.

BACKGROUND

[REDACTED], who is [REDACTED] of age, is in Grade [REDACTED] at [REDACTED] School.

Currently, [REDACTED]

On [REDACTED] an investigation by school administration determined that [REDACTED] conduct has threatened the safety of staff and students. Specifically, [REDACTED] was in possession of several weapons, including [REDACTED]. As well, [REDACTED] was in possession of a white powder which [REDACTED] conveyed to students was cocaine, and a search of [REDACTED] phone revealed evidence of [REDACTED].

RELATED FACTS

Information related to the investigation of this matter by the school administration is included in Attachment I. All written communications related to [REDACTED] suspension and proposed expulsion are included in Attachment II. Information related to [REDACTED] enrolment history, academic achievement, attendance and behaviour is included in Attachment III. The letter directing [REDACTED] School after [REDACTED] expulsion from [REDACTED] School are included (Appendix I on green paper). The report recommending [REDACTED] expulsion from [REDACTED] School is also included (Appendix II on blue paper). This report also includes [REDACTED] expulsion from [REDACTED] School.

OPTIONS

Possession of a weapon, illegal drugs and use of technology for purposes that are illegal constitute serious breaches of Section 12 of the *School Act*, school and district rules, regulations, policies, and expectations. [REDACTED] actions, which are unacceptable, posed a threat to the safety and well-being of other students and staff. [REDACTED] must be made aware that there are consequences for this behaviour. Because [REDACTED] has not responded to less intrusive measures and because [REDACTED] has already been expelled [REDACTED] as a result it is recommended that:

1. [REDACTED] be expelled from [REDACTED] School indefinitely;
2. Alternatively, [REDACTED] may be returned to [REDACTED] School, perhaps under contract or with conditions.



CONSIDERATIONS & ANALYSIS

Shall be presented by the student, the family and the school administration at the time of the hearing.

NEXT STEPS

A decision will be made by [REDACTED] Following this, Michael Freed or Clinton Preeper will communicate the decision to the family and facilitate enrolment at the appropriate school.

ATTACHMENTS & APPENDICES

ATTACHMENT I	Principal's Report
ATTACHMENT II	Communication Regarding the Suspension and Proposed Expulsion
ATTACHMENT III	Enrolment, Academic History, Attendance, and Behaviour
APPENDIX I	Letter Directing [REDACTED] School (green paper)
APPENDIX II	Reports Recommending [REDACTED] School and [REDACTED] School (blue paper)

MF:CP:ts

Date: [REDACTED]
To: Darrel Robertson, Superintendent of Schools
From [REDACTED]
Subject: Recommendation to Expel [REDACTED]
DOB: [REDACTED]

Incident Report - [REDACTED]

This incident report outlines the events leading up to our recommendation that [REDACTED] be expelled from [REDACTED]. This recommendation is being presented because of [REDACTED] possession of multiple weapons that endanger the safety and security of students and staff at school.

This recommendation is the result of an incident that occurred in our school community on [REDACTED]. At approximately [REDACTED] am, *Students A and B* came to the general office at [REDACTED] and shared information with [REDACTED].

When [REDACTED] finished speaking with *Students A and B*, [REDACTED]



██████████ was informed that ██████████ would be suspended from ██████████ School for five days, and, after a detailed review of ██████████ case by the school administration, there was the possibility ██████████ would be recommended for expulsion from our school ██████████



██████████ contacted ██████████ and detailed the five-day suspension, the reasons for it, and that consideration was being given to a recommendation that ██████████ be expelled from ██████████ ██████████ came into the school later that morning to further discuss the situation. The remainder of ██████████ belongings ██████████ were turned over to ██████████ The decision to recommend expulsion was communicated to ██████████ through a phone call from ██████████ and by a couriered letter on ██████████

██████████ has a history of behaviour that has demonstrated a lack of respect for not only the ██████████ school community, but other school communities in the district. In the short time that ██████████ has been registered at ██████████ School, since being directed here from ██████████ School, we have made numerous attempts to support ██████████

These supports have included:

- Meetings with [REDACTED] Assistant Principal
- Meetings with Student Services staff
- An individual program plan
- Restorative discipline plan
- [REDACTED]
- Participation in our [REDACTED] Program

Despite numerous attempts to support [REDACTED] has not demonstrated a willingness to display positive behaviour in our school community. [REDACTED] decision to bring [REDACTED] weapons into the school community jeopardized the safety of other students and staff at [REDACTED] as well as [REDACTED] and the general public. [REDACTED] actions are in clear contravention of district and school policy. Therefore, it is my recommendation that [REDACTED] be expelled from [REDACTED]

Sincerely,

[REDACTED]

Pages 183 through 198 redacted for the following reasons:

sec 17(1)(4) - Printout from SIS, demographic, marks, assessments, photos etc

Sec 17(1)

Re:

Dear

This is to inform you that your [REDACTED] has been suspended for 5 school days, [REDACTED] through [REDACTED] inclusive.

The reason for [REDACTED] suspension is for:

- Possession of weapons
- Disrupting the proceedings of a school
- Possession of an unknown substance

This action imperils the safety of students and is clearly not condoned. It is a contravention of Edmonton Public Schools Behaviour and Conduct Policy. I intend to discuss this matter with the principal, who will decide if there will be a recommendation to the Superintendent for expulsion from [REDACTED]. You will be notified of the decision prior to the end of the suspension.

Please be advised that while [REDACTED] is on suspension [REDACTED] cannot be at school, on school property, nor can [REDACTED] participate in any school related events. [REDACTED] may continue [REDACTED] schoolwork by accessing SchoolZone (www.schoolzone.epsb.ca) or by calling the school at [REDACTED]. We can also contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework if requested. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.

If you have any questions or concerns, you may contact me directly at the school.

Sincerely,

Sec 17(1)

Re:

Dear

Further to the letter of [REDACTED] sent by [REDACTED], Assistant Principal, I confirm my recommendation to Mr. Darrel Robertson, Superintendent of Schools, that [REDACTED] be expelled from [REDACTED]

This recommendation results from actions which imperil the safety of students and is clearly not condoned. It is a contravention of Edmonton Public Schools Behaviour and Code of Conduct Policy.

[REDACTED] current suspension is being extended until the Superintendent has made a decision on this recommendation. As described in a letter dated [REDACTED] [REDACTED] may not be at or near the school, and [REDACTED] may not attend any school activities during the term of [REDACTED] suspension.

[REDACTED] may continue [REDACTED] schoolwork by accessing SchoolZone (www.schoolzone.epsb.ca) or by calling the school at [REDACTED]. We will also contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.

Information regarding the date of the expulsion hearing, the procedures to be followed, and your rights with regards to this matter will be sent to you by the individual who will be chairing the hearing.

If you wish to discuss this matter further, please contact me at [REDACTED]

cc: Mr. Darrel Robertson, Superintendent of Schools



BOARD OF TRUSTEES

WARD A Cheryl Johner
WARD B Michelle Draper
WARD C Orville Chubb
WARD D Ray Martin
WARD E Ken Gibson
WARD F Michael Janz
WARD G Bridget Stirling
WARD H Nathan Ip
WARD I Sherry Adams

SUPERINTENDENT OF SCHOOLS

Darrel Robertson

Centre for Education
1 Kingsway NW
Edmonton AB T5H 4G9
T 780-429-8000
F 780-429-8318
E info@epsb.ca

Sec 17(4)

Sec 17(1)

Dear [REDACTED]

In a letter to you dated [REDACTED] advised that [REDACTED] would be recommending that your [REDACTED] be expelled from [REDACTED]

I am writing to advise you that [REDACTED] recommendation will be considered at a hearing conducted by me, commencing at:

**1:15 p.m. on [REDACTED]
Superintendent's Conference Room
Centre for Education
One Kingsway Avenue**

Parking is available to you in the underground parking area. Upon arrival at the Centre for Education, please report to the reception desk on the main floor to obtain your visitor passes. Please note that the Centre for Education is a scent sensitive building, and we appreciate your efforts to avoid the use of perfumes and colognes and to use unscented personal grooming products when you visit the building.

Prior to the hearing, I will receive a report containing information pertinent to the recommendation to expel [REDACTED] from [REDACTED]. You will also be provided with a copy of this report on or before [REDACTED]. [REDACTED] Assistant Principal, and one or two members of the administration may also be present at the hearing.

Please note that, in accordance with the attached District policy my decision is not limited to the recommendation provided by the principal, and may include expelling [REDACTED] from all district schools if warranted by the circumstances.

You and your [REDACTED] have the right to be in attendance at the hearing, to be heard, to provide written information, and to be represented by an advocate or legal counsel. As this hearing may have significant implications for [REDACTED] educational options, I would strongly encourage you and [REDACTED] to attend. In order that the necessary arrangements can be made for the hearing on [REDACTED] please advise me who will be attending. If you have any written materials you wish me to consider, you may submit them to my office in the Centre for Education prior to the hearing, or to me at the hearing.

You will be informed of my decision regarding the recommendation to expel [REDACTED] from [REDACTED] School as soon as possible after the hearing but no later than [REDACTED] which is the tenth school day from the date of [REDACTED] suspension. You are reminded that while on suspension, [REDACTED] may not be on district property or attend any school events.

Although there exists no absolute right to an adjournment of an expulsion hearing, if you believe that you require more time to prepare your case, you may make a request in writing, ensuring that the request is received at my office prior to the hearing. Any adjournment granted will be on the understanding that [REDACTED] will not be allowed access to school or a school program within the District until the District has dealt with the expulsion recommendations, and that you and [REDACTED] have irrevocably waived any right you may otherwise have had to object to the delay in holding the hearing under *School Act* grounds or otherwise.

If you have any questions regarding the procedures to be followed as outlined in this letter, please contact Mr. Michael Freed or Mr. Clinton Preeper, District Support Services, by phone at 780-429-8030 or fax 780-498-8778.

Yours truly,



Kevin Stevenson

KS:ts

Enclosure

cc: [REDACTED]

CODE: HGD.BP

EFFECTIVE DATE: (17-09-2013)

TOPIC: Student Suspension and Expulsion

ISSUE DATE: (19-09-2013)

REVIEW YEAR: (09-2020)

PURPOSE

The purpose of this policy is to delegate authority and provide direction to the Superintendent of Schools to develop and administer a student suspension and expulsion process. This process is in compliance with Alberta Education requirements to support safe, caring and respectful learning environments for all students.

DEFINITIONS

Suspension: The term used to describe an action by a principal or teacher authorized under the *School Act* s. 24 which temporarily denies a student access to one or more of the following:

- a. one or more class periods;
- b. one or more courses;
- c. school; or
- d. riding in a school bus.

Note: Although a suspension cannot be appealed, a principal can reinstate a student who has been suspended.

Expulsion: The term used to describe an action by the Board of Trustees or its delegate, in accordance with the *School Act* s. 25, which for a period of more than 10 days, denies a student access to one or more of the following:

- a. course(s);
- b. one or more schools; or
- c. riding in a school bus.

Procedural Fairness: A common law doctrine that requires: a person exercising statutory power to give some form of notice of a pending decision to a person (parent/guardian and student); an opportunity for that person to comment and or be represented; and the requirement that the official making the decision be unbiased.

POLICY

The Board of Trustees recognizes the role of discipline in creating a safe and supportive learning environment in which all students can reach their full potential. While ideally students should be in regular attendance at school, the Board of Trustees acknowledges that there are times when a student needs a reflective opportunity to learn from experience to further their education, or to ensure the safety of others, and that as a result a student may be suspended or expelled.

The Board of Trustees acknowledges the role of suspension and expulsion of a student, in response to a violation of the student behaviour and conduct policy or administrative regulation, when:

- other means of corrective action have failed to bring about orderly or appropriate conduct on the part of the student; or
- the student's behaviour is so severe that lesser corrective action would be insufficient.

The Board of Trustees delegates authority to act on its behalf in all matters pertaining to student expulsion to the Superintendent of Schools and to comply with the *School Act*. This delegation of authority to the Superintendent of Schools includes the right to sub-delegate authority and responsibility to an individual or roster of individuals to preside over expulsion hearings.

The Superintendent of Schools and individuals identified by the Superintendent of Schools to preside over a student expulsion hearing shall have the authority to:

- return a student to the current school;
- expel the student from the current school and direct them to another school or program in the District;
- where no lesser option is determined to be appropriate, expel the student from all district schools and direct the sponsorship of the student to Alberta Distance Learning to continue their schooling; or
- hear requests for reinstatement of a student who has been expelled from all district schools, and where appropriate, reinstate a student, direct the student to an appropriate placement within the District and ensure that a plan for reintegration of the student is developed.

A decision on a student expulsion made under this delegation of authority is considered a decision of the Board of Trustees for the purposes of a review by the Minister under the *School Act* s. 124.

EXPECTATIONS

1. The Superintendent of Schools shall establish appropriate administrative regulation, processes and assign responsibilities to ensure that all duties and responsibilities of the Board of Trustees are carried out with respect to suspensions and expulsions in accordance with the *School Act*.
2. The Board of Trustees expects that a Chair of an expulsion hearing inform the Superintendent of Schools prior to releasing a decision to expel a student from all district schools.
3. The Board of Trustees expects that suspension and expulsion processes will ensure procedural fairness to the student and that the parents or guardians and/or student are adequately informed of the process and options available.
4. The Board of Trustees expects that suspension and expulsion processes will be designed to assist students in their learning and development through self-reflection rather than being only punitive in nature.

ACCOUNTABILITY

1. Aggregated information on student suspensions and expulsions shall be reported annually to the Board of Trustees.
2. In the case of a student who has been expelled from all district schools, the Superintendent of Schools shall inform the Board of Trustees, in confidence, at the first available opportunity of the circumstances and education provisions made for the student.

REFERENCES

HG.BP – Student Behaviour and Conduct

HGD.AR - Student Suspension and Expulsion

School Act Sections 12, 24, 25, 61(1) and 124

Pages 205 through 213 redacted for the following reasons:

sec 17(1)(4) - Printout from SIS, demographic, marks, assessments, etc

BOARD OF TRUSTEES

WARD A Cheryl Johner
WARD B Michelle Draper
WARD C Orville Chubb
WARD D Ray Martin
WARD E Ken Gibson
WARD F Michael Janz
WARD G Bridget Stirling
WARD H Nathan Ip
WARD I Sherry Adams

SUPERINTENDENT OF SCHOOLS

Darrel Robertson

Centre for Education
1 Kingsway NW
Edmonton AB T5H 4G9
T 780-429-8000
F 780-429-8318
E info@epsb.ca

Sec 17(4)

Sec 17(1)

Dear Sec 17(1)

This letter is to confirm my decision arising from a hearing you and your [redacted] attended on [redacted]. My decision has been based on information contained in the recommendation report from the principal and the information presented at the hearing on behalf of [redacted]. I have concluded that [redacted] did in fact do the following: was in possession of [redacted] and marijuana for the purpose of distribution. It is my view that in the circumstances, expulsion from [redacted] is the proper action. In addition, I am directing [redacted] to [redacted] for the remainder of the [redacted] school year. Please note that you have the right, pursuant to Section 124 of the *School Act*, to request that the Minister of Education review my decisions in this matter.

[redacted], Principal, [redacted] School, [redacted], Edmonton, phone [redacted], and [redacted] staff are prepared to work with [redacted] to provide [redacted] every opportunity for success. I sincerely hope that [redacted] will take advantage of this opportunity by attending regularly, behaving appropriately, and working diligently on [redacted] courses. [redacted] needs to be aware that another breach of the provisions of Section 12 of the *School Act* could well result in a recommendation that [redacted] be expelled from all district schools. To assist [redacted] in adapting to [redacted] new setting, I encourage you to review with [redacted] the attached brochure describing the District's Student Behaviour and Conduct Policy. Upon enrolment at [redacted] School, [redacted] should also familiarize [redacted] with the school's discipline plan and any additional behavioural expectations. Section 12 of the *School Act* states:

A student shall conduct [redacted] so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the Board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct; and
- (f) respect the rights of others.

... /2

Mr. Michael Freed, District Support Services, has discussed these matters with you. I understand that you are in the process of arranging [REDACTED] enrolment at [REDACTED] School.

[REDACTED] will require the prior written approval of the Superintendent of Schools to transfer to any other school or program in the District before the completion of the [REDACTED] school year. To access programming in the District for the [REDACTED] school year, and to ensure course selection in a timely manner, [REDACTED] should participate in the District's pre-enrolment process which will occur in the spring of [REDACTED]. Failure to do so may restrict [REDACTED] choice of schools or courses for the [REDACTED] school year.

I also recommend that you caution [REDACTED] regarding trespassing on school property. Please ensure that [REDACTED] does not visit or appear on the property of any school or program in the District, other than the school in which [REDACTED] is enrolled, without the prior approval of the principal of that school or program. Section 27 (1) of the *School Act* provides as follows:

No person shall:

- (a) disturb or interrupt the proceedings of a school;
- (b) disturb or interrupt the proceedings of a school meeting or board meeting; or
- (c) loiter or trespass in a school building or on property owned by the Board.

Section 277 of the *School Act* states: Any person who contravenes Section 27, 81, or 112 is guilty of an offence and liable to a fine of not more than \$1,000.

On behalf of Edmonton Public Schools, I wish [REDACTED] success in the remainder of the [REDACTED] school year and in his future endeavours.

Yours truly,



Bob Morter

BM:ts
Attachment

cc: (without attachment)

[REDACTED]

APPENDIX II

DATE: [REDACTED]
TO: Darrel Robertson, Superintendent of Schools
FROM: Sec 17(4) [REDACTED]
SUBJECT: Student Expulsion Case No [REDACTED]
ORIGINATOR [REDACTED]
RESOURCE STAFF: Michael Freed, Clinton Preeper

ISSUE

Recommendation for Expulsion

RECOMMENDATION

That the expulsion of Sec 17(1) [REDACTED] (Case No [REDACTED]) from [REDACTED] School, pursuant to Section 25 of the *School Act* be approved.

BACKGROUND

[REDACTED] who is [REDACTED] of age, is in [REDACTED]
Currently [REDACTED]
On [REDACTED] an investigation by the administration found [REDACTED] to be in possession of [REDACTED] and Marijuana for the purpose of distribution.

RELATED FACTS

Information related to the investigation of this matter by the school administration is included in Attachment I. All written communications related to [REDACTED] suspension and proposed expulsion are included in Attachment II. Information related to [REDACTED] enrolment history, academic achievement, attendance and behaviour is included in Attachment III. The letter directing [REDACTED] to [REDACTED] after [REDACTED] expulsion from [REDACTED] is included (Appendix I on green paper). The report recommending [REDACTED] expulsion from [REDACTED] is also included (Appendix II on blue paper).

OPTIONS

Possession of prescription and illegal drugs for the purpose of distribution constitutes a serious breach of Section 12 of the *School Act*, school and district rules, regulations, policies, and expectations. [REDACTED] actions, which are unacceptable, posed a threat to the safety and well-being of other students and staff. [REDACTED] must be made aware that there are consequences for this behaviour. As a result it is recommended that:

1. [REDACTED] be expelled from [REDACTED] indefinitely;
2. Alternatively, [REDACTED] may be returned to [REDACTED] perhaps under contract or with conditions.

CONSIDERATIONS & ANALYSIS

Shall be presented by the student, the family and the school administration at the time of the hearing.

**NEXT STEPS**

A decision will be made by [REDACTED] Following this, Michael Freed or Clinton Preeper will communicate the decision to the family and facilitate enrolment at the appropriate school.

ATTACHMENTS & APPENDICES

ATTACHMENT I Principal's Report

ATTACHMENT II Communication Regarding the Suspension and Proposed Expulsion

ATTACHMENT III Enrolment, Academic History, Attendance, and Behaviour

APPENDIX I Letter Directing [REDACTED] to [REDACTED] School (green paper)

APPENDIX II Report Recommending [REDACTED] Expulsion from [REDACTED] School (blue paper)

MF:CP:ts

Date: [REDACTED]
To: Darrel Robertson, Superintendent of Schools
From: [REDACTED]
Subject: Recommendation to Expel [REDACTED] Sec 17(1) [REDACTED] from [REDACTED] School
[REDACTED]

[REDACTED]
[REDACTED] held a transition meeting to support [REDACTED]
[REDACTED] transition to [REDACTED] School. [REDACTED] was transitioning to [REDACTED] after an
expulsion from [REDACTED] School and a subsequent [REDACTED]
[REDACTED] in which [REDACTED] was discharged on [REDACTED] [REDACTED] had further supported
[REDACTED] transition this fall with check-in meetings, parent communications, customized
scheduling changes, teacher meetings about [REDACTED] progress and behaviour, and IPP
development that supported [REDACTED] recommendations. Despite these supports [REDACTED]
had a number of behavioural incidents as well as unexcused absences and lates already this
school year.

[REDACTED]

[REDACTED]



Expectations for student conduct and potential consequences for inappropriate choices were communicated in the following manner:

- in the Student Handbook
 - posted in all classrooms
 - posted to School Zone
- in the September school newsletter (posted to the [redacted] website and on SchoolZone)
- sent home as a school opening form (signed by [redacted] and [redacted] parent)
- discussed on first day of school in homeroom, as well as on an ongoing basis in homeroom discussions

[redacted] signing of the ' [redacted] Student Conduct Policy' denotes [redacted] understanding that our policy stipulates:

- students shall be responsible and accountable for their behaviour and conduct while on school property, and during lunch periods on or off school property



- students have the right to be in an environment that is free from physical, social and emotional abuse
- grounds for disciplinary action that could lead to suspension or expulsion exist when a student possesses or uses of illegal drugs, alcohol, or inhalants in school and on school property.

Despite signing our Code of Conduct and having rules and consequences thoroughly explained repetitively to [REDACTED] by teachers and school administrators, [REDACTED] has chosen to break these rules. Along with this, [REDACTED] has influenced numerous students who continue to look up to [REDACTED] and follow [REDACTED] actions. This is very concerning to us when we consider the safety of our students.

Following notification to [REDACTED] parent on [REDACTED], I suspended [REDACTED] for five school days (communicated in telephone conversation with [REDACTED] and [REDACTED]).

The decision to recommend expulsion was transmitted to [REDACTED] in a telephone conversation on [REDACTED] and was confirmed in a letter dated [REDACTED] (sent by courier on [REDACTED] to the [REDACTED] residence).

[REDACTED] ongoing possession of drug paraphernalia and drugs, as well as the sale of illegal drugs in school and on school property was in direct contravention of district and school policy and poses a serious threat to the safety and security of students and staff. This latest event in which [REDACTED] was involved in is not an isolated incident. It is deeply concerning and alarming that [REDACTED] was suspended on several occasions (in [REDACTED] previous schools) and ultimately expelled from [REDACTED] School in [REDACTED] for a similar incident of possession and distribution of illegal drugs. Since attending [REDACTED] School this year [REDACTED] attendance has problematic and [REDACTED] behaviour has severely affected the orderly operation of [REDACTED] School and has been extremely injurious to the physical and mental well-being of others in the school. It is, therefore, my recommendation that [REDACTED] be expelled from [REDACTED] School.

Pages 221 through 255 redacted for the following reasons:

sec 17(1)(4) - Printout from student handwritten statement, photographs of evidence

Sec 17(1)

Dear

RE:
DOI

This is to inform you in writing that your [REDACTED] has been suspended for 5 days out-of-school from [REDACTED] inclusive.

The reason for [REDACTED] suspension is that on [REDACTED], [REDACTED]

- Was in possession of illegal substance (Marijuana) during school hours
- Was in possession of a controlled substance [REDACTED] with the intent to distribute

This action imperils the safety of students and is clearly not condoned. It is a contravention of Edmonton Public Schools Behaviour and Conduct Policy. I intend to investigate this matter further and additional disciplinary actions, including a recommendation to the Superintendent of Schools for expulsion from [REDACTED] School may result.

[REDACTED] may continue [REDACTED] schoolwork by accessing SchoolZone (www.schoolzone.epsb.ca) or by calling the school at [REDACTED] I will also contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.

During the suspension [REDACTED] is not permitted to be in the school or on school property. Please contact me at [REDACTED] should you have any questions regarding these matters.

Yours truly,

Copy: Student Record

Sec 17(1)

Dear [REDACTED]

RE: [REDACTED]

DO: [REDACTED]

Further to my letter of [REDACTED], and the telephone conversation today, I wish to confirm that I have recommended to Mr. Darrel Robertson, Superintendent of Schools, that your [REDACTED] be expelled from [REDACTED] School.

This recommendation results from [REDACTED] suspension on [REDACTED] when it was discovered that [REDACTED] was in possession of an illegal substance (marijuana) during school hours. [REDACTED] was also in possession of a controlled substance [REDACTED] with the intent to distribute and sell these drugs.

[REDACTED] current suspension is being extended until the Superintendent has made a decision on this recommendation. As described in a letter dated [REDACTED] may not be at or near the school, and [REDACTED] may not attend any school activities during the term of [REDACTED] suspension.

[REDACTED] may continue his schoolwork by accessing SchoolZone (www.schoolzone.epsb.ca) or by calling the school at [REDACTED]. I will also contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.

Information regarding the date of the expulsion hearing, the procedures to be followed, and your rights with regards to this matter will be sent to you by the individual who will be chairing the hearing.

If you wish to discuss this matter further, please contact me at [REDACTED]

Yours truly,



cc Mr. Darrel Robertson, Superintendent of Schools

BOARD OF TRUSTEES

WARD A Cheryl Johner
WARD B Michelle Draper
WARD C Orville Chubb
WARD D Ray Martin
WARD E Ken Gibson
WARD F Michael Janz
WARD G Bridget Stirling
WARD H Nathan Ip
WARD I Sherry Adams

SUPERINTENDENT OF SCHOOLS

Darrel Robertson

Centre for Education
1 Kingsway NW
Edmonton AB T5H 4G9
T 780-429-8000
F 780-429-8318
E info@epsb.ca

Sec 17(4)

Sec 17(1)

Dear [REDACTED]

In a letter to you dated [REDACTED] Principal, advised that [REDACTED] would be recommending that your [REDACTED] be expelled from [REDACTED] School.

I am writing to advise you that [REDACTED] recommendation will be considered at a hearing conducted by me, commencing at:

**1:15 p.m. on [REDACTED]
Superintendent's Conference Room
Centre for Education
One Kingsway Avenue**

Parking is available to you in the underground parking area. Upon arrival at the Centre for Education, please report to the reception desk on the main floor to obtain your visitor passes. Please note that the Centre for Education is a scent sensitive building, and we appreciate your efforts to avoid the use of perfumes and colognes and to use unscented personal grooming products when you visit the building.

Prior to the hearing, I will receive a report containing information pertinent to the recommendation to expel [REDACTED] from [REDACTED] School. You will also be provided with a copy of this report on or before [REDACTED]. [REDACTED] Assistant Principal, and one or two members of the administration may also be present at the hearing.

Please note that, in accordance with the attached District policy my decision is not limited to the recommendation provided by the principal, and may include expelling [REDACTED] from all district schools if warranted by the circumstances.

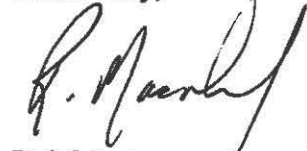
You and your [REDACTED] have the right to be in attendance at the hearing, to be heard, to provide written information, and to be represented by an advocate or legal counsel. As this hearing may have significant implications for [REDACTED] educational options, I would strongly encourage you and [REDACTED] to attend. In order that the necessary arrangements can be made for the hearing on [REDACTED] please advise me who will be attending. If you have any written materials you wish me to consider, you may submit them to my office in the Centre for Education prior to the hearing, or to me at the hearing.

You will be informed of my decision regarding the recommendation to expel [REDACTED] from [REDACTED] School as soon as possible after the hearing but no later than [REDACTED] which is the tenth school day from the date of [REDACTED] suspension. You are reminded that while on suspension, [REDACTED] may not be on district property or attend any school events.

Although there exists no absolute right to an adjournment of an expulsion hearing, if you believe that you require more time to prepare your case, you may make a request in writing, ensuring that the request is received at my office prior to the hearing. Any adjournment granted will be on the understanding that [REDACTED] will not be allowed access to school or a school program within the District until the District has dealt with the expulsion recommendations, and that you and [REDACTED] have irrevocably waived any right you may otherwise have had to object to the delay in holding the hearing under *School Act* grounds or otherwise.

If you have any questions regarding the procedures to be followed as outlined in this letter, please contact Mr. Michael Freed or Mr. Clinton Preeper, District Support Services, by phone at 780-429-8030 or fax 780-498-8778.

Yours truly,



for
Bob Morter

BM:ts
Enclosure

cc: [REDACTED] School

CODE: HGD.BP

EFFECTIVE DATE: (17-09-2013)

TOPIC: Student Suspension and Expulsion

ISSUE DATE: (19-09-2013)

REVIEW YEAR: (09-2020)

PURPOSE

The purpose of this policy is to delegate authority and provide direction to the Superintendent of Schools to develop and administer a student suspension and expulsion process. This process is in compliance with Alberta Education requirements to support safe, caring and respectful learning environments for all students.

DEFINITIONS

Suspension: The term used to describe an action by a principal or teacher authorized under the *School Act* s. 24 which temporarily denies a student access to one or more of the following:

- a. one or more class periods;
- b. one or more courses;
- c. school; or
- d. riding in a school bus.

Note: Although a suspension cannot be appealed, a principal can reinstate a student who has been suspended.

Expulsion: The term used to describe an action by the Board of Trustees or its delegate, in accordance with the *School Act* s. 25, which for a period of more than 10 days, denies a student access to one or more of the following:

- a. course(s);
- b. one or more schools; or
- c. riding in a school bus.

Procedural Fairness: A common law doctrine that requires: a person exercising statutory power to give some form of notice of a pending decision to a person (parent/guardian and student); an opportunity for that person to comment and or be represented; and the requirement that the official making the decision be unbiased.

POLICY

The Board of Trustees recognizes the role of discipline in creating a safe and supportive learning environment in which all students can reach their full potential. While ideally students should be in regular attendance at school, the Board of Trustees acknowledges that there are times when a student needs a reflective opportunity to learn from experience to further their education, or to ensure the safety of others, and that as a result a student may be suspended or expelled.

The Board of Trustees acknowledges the role of suspension and expulsion of a student, in response to a violation of the student behaviour and conduct policy or administrative regulation, when:

- other means of corrective action have failed to bring about orderly or appropriate conduct on the part of the student; or
- the student's behaviour is so severe that lesser corrective action would be insufficient.

The Board of Trustees delegates authority to act on its behalf in all matters pertaining to student expulsion to the Superintendent of Schools and to comply with the *School Act*. This delegation of authority to the Superintendent of Schools includes the right to sub-delegate authority and responsibility to an individual or roster of individuals to preside over expulsion hearings.

The Superintendent of Schools and individuals identified by the Superintendent of Schools to preside over a student expulsion hearing shall have the authority to:

- return a student to the current school;
- expel the student from the current school and direct them to another school or program in the District;
- where no lesser option is determined to be appropriate, expel the student from all district schools and direct the sponsorship of the student to Alberta Distance Learning to continue their schooling; or
- hear requests for reinstatement of a student who has been expelled from all district schools, and where appropriate, reinstate a student, direct the student to an appropriate placement within the District and ensure that a plan for reintegration of the student is developed.

A decision on a student expulsion made under this delegation of authority is considered a decision of the Board of Trustees for the purposes of a review by the Minister under the *School Act* s. 124.

EXPECTATIONS

1. The Superintendent of Schools shall establish appropriate administrative regulation, processes and assign responsibilities to ensure that all duties and responsibilities of the Board of Trustees are carried out with respect to suspensions and expulsions in accordance with the *School Act*.
2. The Board of Trustees expects that a Chair of an expulsion hearing inform the Superintendent of Schools prior to releasing a decision to expel a student from all district schools.
3. The Board of Trustees expects that suspension and expulsion processes will ensure procedural fairness to the student and that the parents or guardians and/or student are adequately informed of the process and options available.
4. The Board of Trustees expects that suspension and expulsion processes will be designed to assist students in their learning and development through self-reflection rather than being only punitive in nature.

ACCOUNTABILITY

1. Aggregated information on student suspensions and expulsions shall be reported annually to the Board of Trustees.
2. In the case of a student who has been expelled from all district schools, the Superintendent of Schools shall inform the Board of Trustees, in confidence, at the first available opportunity of the circumstances and education provisions made for the student.

REFERENCES

HG.BP – Student Behaviour and Conduct
HGD.AR - Student Suspension and Expulsion
School Act Sections 12, 24, 25, 61(1) and 124

Pages 263 through 291 redacted for the following reasons:

Sec 17(1) - Print out - School Student Information System - demographic information, assessments, discipline notes, etc

Board of Trustees

Sarah Hoffman, *Chair*Michael Janz, *Vice-Chair*

Sherry Adams

Orville Chubb

Michelle Draper

Ken Gibson

Nathan Ip

Cheryl Johner

Ray Martin

Superintendent of Schools

Darrel Robertson

Centre for Education

One Kingsway NW

Edmonton, Alberta T5H 4G9

T 780-429-8000

F 780-429-8318

E info@epsb.ca

www.epsb.ca

Sec 17(4)

Sec 17(1)

Dear

This letter is to confirm my decision arising from a hearing you and your [redacted] attended on [redacted]. My decision has been based on information contained in the recommendation report from the principal and the information presented at the hearing on behalf of [redacted]. I have concluded that [redacted] did in fact do the following: has demonstrated conduct that threatens the safety of students, including possession and distribution of illegal drugs. It is my view that in the circumstances, expulsion from [redacted] School is the proper action. In addition, I am directing [redacted] to [redacted] School for the rest of the [redacted] school year. Please note that you have the right, pursuant to Section 124 of the *School Act*, to request that the Minister of Education review my decisions in this matter.

[redacted] Principal, [redacted] School, [redacted] Edmonton, [redacted], and [redacted] staff are prepared to work with [redacted] to provide [redacted] every opportunity for success. I sincerely hope that [redacted] will take advantage of this opportunity by attending regularly, behaving appropriately, and working diligently on [redacted] courses. [redacted] needs to be aware that another breach of the provisions of Section 12 of the *School Act* could well result in a recommendation that [redacted] be expelled from all district schools. To assist [redacted] in adapting to [redacted] new setting, I encourage you to review with [redacted] the attached brochure describing the District's Student Behaviour and Conduct Policy. Upon enrolment at [redacted] School, [redacted] should also familiarize [redacted] with the school's discipline plan and any additional behavioural expectations. Section 12 of the *School Act* states:

A student shall conduct [redacted] so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the Board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct; and
- (f) respect the rights of others.

Ms. Gail Haydey, District Support Services, has discussed these matters with you. I understand that you are in the process of arranging [REDACTED] enrolment at [REDACTED] School.

[REDACTED] will require the prior written approval of the Superintendent of Schools to transfer to any other school or program in the District before the completion of the [REDACTED] school year. To access programming in the District for the [REDACTED] school year, and to ensure course selection in a timely manner, [REDACTED] should participate in the District's pre-enrolment process which will occur in the spring of [REDACTED]. Failure to do so may restrict [REDACTED] choice of schools or courses for the [REDACTED] school year.

I also recommend that you caution [REDACTED] regarding trespassing on school property. Please ensure that [REDACTED] does not visit or appear on the property of any school or program in the District, other than the school in which [REDACTED] is enrolled, without the prior approval of the principal of that school or program. Section 27 (1) of the *School Act* provides as follows:

No person shall:

- (a) disturb or interrupt the proceedings of a school;
- (b) disturb or interrupt the proceedings of a school meeting or board meeting; or
- (c) loiter or trespass in a school building or on property owned by the Board.

Section 277 of the *School Act* states: Any person who contravenes Section 27, 81, or 112 is guilty of an offence and liable to a fine of not more than \$1,000.

Yours truly,



Cameron Buchanan

CB:nn

Attachment

cc: (without attachment)

[REDACTED]



APPENDIX II

DATE:

Sec 17(4)

TO:

Darrel Robertson, Superintendent of Schools

FROM:

SUBJECT:

Student Expulsion Case No

ORIGINATOR

RESOURCE

STAFF:

Michael Freed, Gail Haydey

ISSUE

Recommendation for Expulsion.

RECOMMENDATION

That the expulsion of [REDACTED] from [REDACTED] School, pursuant to Section 25 of the *School Act* be approved.

BACKGROUND

[REDACTED] is in Grade [REDACTED] School.

Currently, [REDACTED]

On multiple occasions including [REDACTED] has demonstrated conduct that threatens the safety of students including possession and distribution of illegal drugs.

RELATED FACTS

Information related to the investigation of this matter by the school administration is included in Attachment I. All written communications related to [REDACTED] suspension and proposed expulsion are included in Attachment II. Information related to [REDACTED] enrolment history, academic achievement, attendance and behaviour is included in Attachment III.

OPTIONS

Conduct that threatens the safety of students and possession and distribution of illegal drugs constitute serious breaches of Section 12 of the *School Act*, school and district rules, regulations, policies, and expectations. [REDACTED] actions, which are unacceptable, posed a threat to the safety and well-being of other students and staff. [REDACTED] must be made aware that there are consequences for this behaviour. As a result, it is recommended that:

1. [REDACTED] be expelled from [REDACTED] School indefinitely;
2. Alternatively, [REDACTED] may be returned to [REDACTED], perhaps under contract or with conditions.

CONSIDERATIONS & ANALYSIS

Shall be presented by the student, the family and the school administration at the time of the hearing.



NEXT STEPS

A decision will be made by [REDACTED] Following this, Michael Freed or Gail Haydey will communicate the decision to the family and facilitate enrolment at the appropriate school.

ATTACHMENTS & APPENDICES

ATTACHMENT I Principal's Report

ATTACHMENT II Communication Regarding the Suspension and Proposed Expulsion

ATTACHMENT III Enrolment, Academic History, Attendance and Behaviour

MF:GH:ts

Incident Report

Date: [REDACTED]
To: Darrel Robertson, Superintendent of Schools
From: [REDACTED] Principal [REDACTED] School
Re: [REDACTED]

[REDACTED] is a grade [REDACTED] student at [REDACTED] School [REDACTED] first arrived with us a week into the current school year. [REDACTED] was looking for a fresh start from [REDACTED] previous school. [REDACTED] my assistant principal and I met with [REDACTED] and [REDACTED] to clearly establish the expectations and rules that he would need to follow at [REDACTED] School. After listening to their request and their commitment to trying at a new school, we agreed to give [REDACTED] a new opportunity.

[REDACTED]

[REDACTED]

b6
b7C

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] signed the school Code of Conduct for student's attending [REDACTED] school and it was clearly and thoroughly explained repetitively to [REDACTED] from the [REDACTED] administration team. [REDACTED] clearly knew the consequences of [REDACTED] behaviour but continually chose to break those rules. Out of the [REDACTED] days of school that [REDACTED] has been registered with us, [REDACTED] has been suspended for [REDACTED] of those days. [REDACTED] negative behaviour has continued and regardless of the consequences [REDACTED] has not made any positive choices. Along with this, [REDACTED] has influenced numerous students who continue to look up to [REDACTED] and follow [REDACTED] actions. This is very concerning to us when we consider the safety of our students. Because of this ongoing behaviour and [REDACTED] continuing negative affect on our school community, and because attempts to change [REDACTED] behaviour and conduct have failed, I am recommending expulsion from [REDACTED] School.

[REDACTED]

Pages 298 through 316 redacted for the following reasons:

Sec 17(1) - handwritten statements, FB printout

Sec 17(1) - handwritten statements, FB printout, photos of evidence

Sec 17(4)

Sec 17(1)

Dear [REDACTED]

RE: Out-of-School Suspension

I regret to inform you that your [REDACTED] has been suspended from school for five (5) days - [REDACTED] through [REDACTED] inclusive. Please note that [REDACTED] is a non-instructional day at [REDACTED] School.

The reasons for [REDACTED] suspension are:

- Possession of alcohol on school property
- Possession of cigarettes on school property
- Conduct which threatens the safety of students through Facebook messaging

This behaviour is unacceptable and is in contravention of [REDACTED] School and Edmonton Public Schools Behaviour and Conduct Policy.

I intend to investigate this matter further and additional disciplinary actions, including a recommendation to the Superintendent of schools for expulsion from [REDACTED] School may result.

I will contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.

During [REDACTED] suspension [REDACTED] may not be in the school, on school property or in attendance at school events.

Sincerely,

Sec 17(1)

Dear [REDACTED]

Re: [REDACTED]

Further to the suspension letter dated [REDACTED] and the conversation you had with my Assistant Principal, [REDACTED], on the Morning of [REDACTED] I wish to confirm that I have recommended to Mr. Darrel Robertson, Superintendent of Schools, that your [REDACTED] be expelled from [REDACTED] School.

This recommendation results from [REDACTED] possession of alcohol and cigarettes on school property. [REDACTED] actions have also disrupted the learning environment of the school on an on-going basis.

[REDACTED] current suspension is being extended until the Superintendent has made a decision on this recommendation. As described in a letter dated [REDACTED] [REDACTED] may not be at or near the school, and [REDACTED] may not attend any school activities during the term of [REDACTED] suspension.

[REDACTED] may continue his schoolwork by accessing SchoolZone (www.schoolzone.epsb.ca) or by calling the school at [REDACTED] I will also contact [REDACTED] teachers to ensure that [REDACTED] has appropriate homework. Arrangements will be made for missed tests and assignments during the term of [REDACTED] suspension.

Information regarding the date of the expulsion hearing, the procedures to be followed, and your rights with regards to this matter will be sent to you by the individual who will be chairing the hearing.

If you wish to discuss this matter further, please contact me at [REDACTED]



Board of Trustees
Sarah Hoffman, *Chair*
Michael Janz, *Vice-Chair*
Sherry Adams
Orville Chubb
Michelle Draper
Ken Gibson
Nathan Ip
Cheryl Johner
Ray Martin

Superintendent of Schools
Darrel Robertson

Centre for Education
One Kingsway NW
Edmonton, Alberta T5H 4G9
T 780-429-8000
F 780-429-8318
E info@epsb.ca
www.epsb.ca

[REDACTED]

Sec 17(1)

[REDACTED]

Dear [REDACTED]

In a letter to you dated [REDACTED] [REDACTED] Principal, advised that [REDACTED] would be recommending that your [REDACTED] be expelled from [REDACTED] School.

I am writing to advise you that [REDACTED] recommendation will be considered at a hearing conducted by me, commencing at:

**1:00 p.m. on [REDACTED]
Superintendent's Conference Room
Centre for Education
One Kingsway Avenue**

Parking is available to you in the underground parking area. Upon arrival at the Centre for Education, please report to the reception desk on the main floor to obtain your visitor passes. Please note that the Centre for Education is a scent sensitive building, and we appreciate your efforts to avoid the use of perfumes and colognes and to use unscented personal grooming products when you visit the building.

Prior to the hearing, I will receive a report containing information pertinent to the recommendation to expel [REDACTED] from [REDACTED] School. You will also be provided with a copy of this report on or before [REDACTED] [REDACTED] Assistant Principal, and one or two members of the administration may also be present at the hearing.

Please note that, in accordance with the attached district policy my decision is not limited to the recommendation provided by the principal, and may include expelling [REDACTED] from all district schools if warranted by the circumstances.

You and your [REDACTED], have the right to be in attendance at the hearing, to be heard, to provide written information, and to be represented by an advocate or legal counsel. As this hearing may have significant implications for [REDACTED] educational options, I would strongly encourage you and [REDACTED] to attend. In order that the necessary arrangements can be made for the hearing on [REDACTED] please advise me who will be attending. If you have any written materials you wish me to consider, you may submit them to my office in the Centre for Education prior to the hearing, or to me at the hearing.

You will be informed of my decision regarding the recommendation to expel [REDACTED] from [REDACTED] School as soon as possible after the hearing but no later than [REDACTED] which is the tenth school day from the date of [REDACTED] suspension. You are reminded that while on suspension, [REDACTED] may not be on district property or attend any school events.

Although there exists no absolute right to an adjournment of an expulsion hearing, if you believe that you require more time to prepare your case, you may make a request in writing, ensuring that the request is received at my office prior to the hearing. Any adjournment granted will be on the understanding that [REDACTED] will not be allowed access to school or a school program within the District until the District has dealt with the expulsion recommendations, and that you and [REDACTED] have irrevocably waived any right you may otherwise have had to object to the delay in holding the hearing under *School Act* grounds or otherwise.

If you have any questions regarding the procedures to be followed as outlined in this letter, please contact Ms. Gail Haydey or Mr. Michael Freed, District Support Services, by phone at 780-429-8030 or fax 780-498-8778.

Yours truly,



Cam Buchanan

CB:ts
Enclosure

cc: [REDACTED] School

Edmonton Public Schools

Board Policies and Regulations

CODE: IGD.BP

TOPIC: Student Suspension and Expulsion

EFFECTIVE DATE: 17-09-2013

ISSUE DATE: 19-09-2013

REVIEW DATE: 09-2020

PURPOSE

The purpose of this policy is to delegate authority and provide direction to the Superintendent of Schools to develop and administer a student suspension and expulsion process. This process is in compliance with Alberta Education requirements to support safe, caring and respectful learning environments for all students.

DEFINITIONS

1. **Suspension:** The term used to describe an action by a principal or teacher authorized under the *School Act* s. 24 which temporarily denies a student access to one or more of the following:
 - a. one or more class periods;
 - b. one or more courses;
 - c. school; or
 - d. riding in a school bus.

Note: Although a suspension cannot be appealed, a principal can reinstate a student who has been suspended.

2. **Expulsion:** The term used to describe an action by the Board of Trustees or its delegate, in accordance with the *School Act* s. 25, which for a period of more than 10 days, denies a student access to one or more of the following:
 - a. course(s);
 - b. one or more schools; or
 - c. riding in a school bus.
3. **Procedural Fairness:** A common law doctrine that requires: a person exercising statutory power to give some form of notice of a pending decision to a person (parent/guardian and student); an opportunity for that person to comment and or be represented; and the requirement that the official making the decision be unbiased.

POLICY

The Board of Trustees recognizes the role of discipline in creating a safe and supportive learning environment in which all students can reach their full potential. While ideally students should be in regular attendance at school, the Board of Trustees acknowledges that there are times when a student needs a reflective opportunity to learn from experience to further their education, or to ensure the safety of others, and that as a result a student may be suspended or expelled.

The Board of Trustees acknowledges the role of suspension and expulsion of a student, in response to a violation of the student behaviour and conduct policy or administrative regulation, when:

- other means of corrective action have failed to bring about orderly or appropriate conduct on the part of the student; or
- the student's behaviour is so severe that lesser corrective action would be insufficient.

The Board of Trustees delegates authority to act on its behalf in all matters pertaining to student expulsion to the Superintendent of Schools and to comply with the *School Act*. This delegation of authority to the Superintendent of Schools includes the right to sub-delegate authority and responsibility to an individual or roster of individuals to preside over expulsion hearings.

The Superintendent of Schools and individuals identified by the Superintendent of Schools to preside over a student expulsion hearing shall have the authority to:

- return a student to the current school;
- expel the student from the current school and direct them to another school or program in the District;
- where no lesser option is determined to be appropriate, expel the student from all district schools and direct the sponsorship of the student to Alberta Distance Learning to continue their schooling; or
- hear requests for reinstatement of a student who has been expelled from all district schools, and where appropriate, reinstate a student, direct the student to an appropriate placement within the District and ensure that a plan for reintegration of the student is developed.

A decision on a student expulsion made under this delegation of authority is considered a decision of the Board of Trustees for the purposes of a review by the Minister under the *School Act* s. 124.

EXPECTATIONS

1. The Superintendent of Schools shall establish appropriate administrative regulation, processes and assign responsibilities to ensure that all duties and responsibilities of the Board of Trustees are carried out with respect to suspensions and expulsions in accordance with the *School Act*.
2. The Board of Trustees expects that a Chair of an expulsion hearing inform the Superintendent of Schools prior to releasing a decision to expel a student from all district schools.
3. The Board of Trustees expects that suspension and expulsion processes will ensure procedural fairness to the student and that the parents or guardians and/or student are adequately informed of the process and options available.
4. The Board of Trustees expects that suspension and expulsion processes will be designed to assist students in their learning

ACCOUNTABILITY

1. Aggregated information on student suspensions and expulsions shall be reported annually to the Board of Trustees.
2. In the case of a student who has been expelled from all district schools, the Superintendent of Schools shall inform the Board of Trustees, in confidence, at the first available opportunity of the circumstances and education provisions made for the student.

Reference(s):

IG.BP - Student Behaviour and Conduct

IGD.AR - Student Suspension and Expulsion

School Act Sections 12, 24, 25, 61(1) and 124



Pages 323 through 386 redacted for the following reasons:

Sec 17(1) - Printout from Student Information System, demographic information, assessments, marks, enrolment history, discipline notes, etc


Dear 


RE: Out-of-School Suspension




I regret to inform you that your  has been suspended from school for five (5) days –  inclusive.



The reasons for  suspension are:


- Role as a participant in the sharing of an illegal substance on school property
- Possession and/or use of illegal drugs on school property (smoking marijuana on school property)

This behaviour is unacceptable and is in contravention of  School and Edmonton Public Schools Behaviour and Conduct Policy.

I intend to investigate this matter further and additional disciplinary actions, including a recommendation to the Superintendent of schools for expulsion from  School may result.

I will contact  teachers to ensure that  has appropriate homework. Arrangements will be made for missed tests and assignments during the term of  suspension.

During  suspension  may not be in the school, on school property or in attendance at school events.



Sec 17(1)

Dear [REDACTED]

RE: Out-of-School Suspension

I regret to inform you that your [REDACTED], has been suspended from school for three (3) days – [REDACTED] through [REDACTED] inclusive.

[REDACTED] is requested to meet with me on [REDACTED] at 8:30 so that we can discuss the incident and the conditions under which [REDACTED] will continue [REDACTED] studies at [REDACTED] School.

The reasons for [REDACTED] suspension are:

- Verbally abusing an ETS driver while on an ETS bus
- Throwing milk while on an ETS bus
- Lying to an Administrator at the school regarding the incident

This behaviour is unacceptable and is in contravention of [REDACTED] School and Edmonton Public Schools Behaviour and Conduct Policy.

During [REDACTED] suspension [REDACTED] may not be in the school, on school property or in attendance at school events.

Sec 17(1)

Dear [REDACTED]

RE: Out-of-School Suspension

I regret to inform you that your [REDACTED] has been suspended from school for one (1) day – [REDACTED]

[REDACTED] is requested to meet with me on [REDACTED] at 8:30 so that we can discuss the incident and the conditions under which [REDACTED] will continue [REDACTED] studies at [REDACTED] School. Please note that [REDACTED] is a non-instructional day at [REDACTED] School.

The reasons for [REDACTED] suspension are:

- Contravention of district policies and regulations related to student attendance (non-attendance/skipping classes)
- Willful disobedience

This behaviour is unacceptable and is in contravention of [REDACTED] School and Edmonton Public Schools Behaviour and Conduct Policy.

During [REDACTED] suspension [REDACTED] may not be in the school, on school property or in attendance at school events.

Re: Five Day Out of School Suspension for [REDACTED]

Dear [REDACTED]

As per our conversation on [REDACTED] this letter confirms our decision to suspend [REDACTED] from attendance at [REDACTED] School. This suspension is in accordance with the School Act, Section 24 and Edmonton Public School Board Policy regulations.

[REDACTED] is being suspended for violating the school's closed campus policy. [REDACTED] was off-school grounds during the lunch hour. [REDACTED]

[REDACTED] These actions constitute a contravention of the district and school behavior and conduct policies which have been outlined numerous times during the year. [REDACTED] actions disrupted the orderly operation of the school and will not be condoned.

The period of suspension is for five school days, [REDACTED] until [REDACTED] inclusive. While on this suspension, [REDACTED] is not allowed to attend classes, nor is [REDACTED] allowed to participate in school activities or be on school property. During this suspension, [REDACTED] is responsible for any tests, homework and assignments that [REDACTED] may miss.

[REDACTED] may return to school on [REDACTED] Thank you for your support in this matter.

Respectfully,

CC: Student Record

Sec 17(1)

Re: Five Day Out of School Suspension for

Dear

As per our conversation on this letter confirms our decision to suspend from attendance at School. This suspension is in accordance with the School Act, Section 24 and Edmonton Public School Board Policy regulations.

is being suspended for being in possession of a controlled substance while at school.

These actions constitute a contravention of the district and school behavior and conduct policies which have been outlined numerous times during the year. actions disrupted the orderly operation of the school and will not be condoned.

The period of suspension is for five school days, to inclusive. While on this suspension, is not allowed to attend classes, nor is allowed to participate in school activities or be on school property. During this suspension, is responsible for any tests, homework and assignments that may miss.

may return to school on Thank you for your support in this matter.

Respectfully,

Sec 17(1)

Dear [REDACTED]

As per the conversation you had with [REDACTED] on [REDACTED] this letter confirms our decision to suspend [REDACTED] from attendance at [REDACTED] School. This suspension is in accordance with the School Act, Section 24 and Edmonton Public School Board Policy regulations.

[REDACTED] is being suspended for defiance of school authorities [REDACTED]
[REDACTED] These actions constitute a contravention of the district and school behavior and conduct policies which have been outlined numerous times during the year. [REDACTED] actions disrupted the orderly operation of the school and will not be condoned.

The period of suspension is for four school days, [REDACTED] through [REDACTED] inclusive. While on this suspension, [REDACTED] is not allowed to attend classes, nor is [REDACTED] allowed to participate in school activities or be on school property. During this suspension, [REDACTED] is responsible for any tests, homework and assignments that [REDACTED] may miss.

[REDACTED] may return to school on [REDACTED] We will work with [REDACTED] to ease the transition back to a regular schedule and avoid further incidents of this nature. Thank you for your support in this matter.

Respectfully;

Sec 17(4)

Sec 17(1)

Dear

This letter is to confirm my decision arising from a hearing you and your [REDACTED] attended on [REDACTED]. My decision has been based on information contained in the recommendation report from the principal and the information presented at the hearing on behalf of [REDACTED]. I have concluded that [REDACTED] did in fact do the following: was in possession of several weapons, including [REDACTED]. It is my view that in the circumstances, expulsion from [REDACTED] School is the proper action. In addition, I am directing that, for the time being, programming for [REDACTED] in Edmonton Public Schools be provided at [REDACTED].

[REDACTED] Please note that you have the right, pursuant to Section 124 of the *School Act*, to request that the Minister of Education review my decisions in this matter.

[REDACTED] Principal, and [REDACTED] staff at [REDACTED] are prepared to work with [REDACTED] to provide [REDACTED] every opportunity for success. I expect [REDACTED] to attend regularly, behave appropriately, work diligently on [REDACTED] courses, and exhibit a commitment to [REDACTED] studies. However, [REDACTED] also needs to be aware that another breach of the provisions of Section 12 of the *School Act* could well result in a recommendation that [REDACTED] be expelled from all district schools. To assist [REDACTED] in adapting to [REDACTED] new setting, I encourage you to review with [REDACTED] the attached brochure describing the District's Student Behaviour and Conduct Policy. Upon enrolment at [REDACTED] should also familiarize [REDACTED] with any additional behavioural expectations and their discipline plan.

Notwithstanding all these decisions, I am making provision for [REDACTED] to be considered for transfer to another school or program in the District upon [REDACTED] recommendation to Mr. Darrel Robertson, Superintendent of Schools. [REDACTED] recommendation and Mr. Robertson's decision will be based on [REDACTED] adherence to Section 12 of the *School Act* while [REDACTED] is enrolled in [REDACTED].

Section 12 of the *School Act* states:

A student shall conduct [REDACTED] so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the Board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct; and
- (f) respect the rights of others.

Mr. Clinton Preeper, District Support Services, has discussed these matters with you. I understand that you are in the process of arranging [REDACTED] enrolment at [REDACTED]
[REDACTED]

I also recommend that you caution [REDACTED] regarding trespassing on school property. Please ensure that [REDACTED] does not visit or appear on the property of any school or program in the District, other than the school in which [REDACTED] is enrolled, without the prior approval of the principal of that school or program. Section 27 (1) of the *School Act* provides as follows:

No person shall:

- (a) disturb or interrupt the proceedings of a school;
- (b) disturb or interrupt the proceedings of a school meeting or board meeting; or
- (c) loiter or trespass in a school building or on property owned by the Board.

Section 277 of the *School Act* states: Any person who contravenes Section 27, 81, or 112 is guilty of an offence and liable to a fine of not more than \$1,000.

On behalf of Edmonton Public Schools, I wish [REDACTED] success in his future endeavours.

Yours truly,

Kevin Stevenson

KS:ts
Attachment

cc: (without attachment)

[REDACTED]

EDMONTON PUBLIC SCHOOLS

[REDACTED]

MEMORANDUM

TO: Kevin Stevenson

FROM: Clinton Preeper

SUBJECT: Student Expulsion Case No. [REDACTED]

Regarding the expulsion hearing scheduled for [REDACTED], from [REDACTED]
[REDACTED] Principal, accompanied by [REDACTED] Assistant Principal,
will be attending the hearing.

In a phone conversation on [REDACTED] [REDACTED] advised me that [REDACTED] and
[REDACTED] will attend the hearing.

I will be representing District Support Services at the hearing which is scheduled to
commence at [REDACTED] in the Superintendent's Conference
Room.

The tenth day of [REDACTED] suspension is [REDACTED]

CP:ts

Attachment

Sec 17(4)

Sec 17(1)

Dear

Enclosed is a copy of the material that is being provided to Mr. Kevin Stevenson,
Chairperson, regarding the recommendation to expel your from
School.

Mr. Stevenson will consider the recommendation at a hearing in the Superintendent's
Conference Room at the Centre for Education, One Kingsway, commencing at

Upon arrival at the Centre for Education, please report to the
reception desk on the main floor to obtain your visitor passes. Please note that the Centre for
Education is a scent sensitive building, and we appreciate your efforts to avoid the use of
perfumes and colognes and to use unscented personal grooming products when you visit the
building.

If you have any questions regarding the procedures to be followed as outlined in this letter,
please contact Mr. Michael Freed or Mr. Clinton Preeper, District Support Services, by phone
at 780-429-8030, or fax 780-498-8778.

Sincerely,

Enclosure

Expulsion Decision

message

Clinton Preeper, Consultant <clinton.preeper@epsb.ca>

Sec 17(4)

cc: District Support Services Expulsions <expulsion-list@epsb.ca>, "Kevin Stevenson, Director" <kevin.stevenson@epsb.ca>
cc: "Clinton Preeper, Consultant" <Clinton.Preeper@epsb.ca>

Dear Colleagues,

As a result of an expulsion hearing on [REDACTED] it is Mr. Kevin Stevenson's decision to uphold the recommendation to expel [REDACTED] from [REDACTED] School. Furthermore, it is Mr. Stevenson's decision that [REDACTED] be directed to attend [REDACTED] indefinitely. [REDACTED] has been advised of the decision and will contact [REDACTED] to arrange an intake interview.

The expulsion report will be placed in PinPoint and can be viewed by following this link: [https://\[REDACTED\]](https://[REDACTED]). A scanned copy of the report will also be emailed to [REDACTED] shortly.

Sincerely,

Clinton Preeper
Consultant
District Support Services
[780-429-8038](tel:780-429-8038)

PowerSchool Directions for Administrative Assistants**Current School**

1. Enter any final marks
2. Transfer the student out of your school (*Student Screen --> Enrolment --> Functions --> Transfer Out of School*)
3. Transfer student to another school (*choose the Directed To school from the drop down list*)

New School

1. Lookup student
2. Browse students box on Start Page
3. Re-enroll in school (*Student Screen --> Enrolment --> Functions --> Re-Enroll in School*)
4. Modify schedule (*add classes for the student*)
5. Update any demographic information

This communication is intended for the use of the recipient to whom it is addressed, and may contain confidential, personal, and/or privileged information. Please contact me immediately if you are not the intended recipient. Any communication received in error should be deleted.