

Policy Statement	
	Commission scolaire Western Québec Western Québec School Board
Policy No. C-5	
SUBJECT:	Policy Outlining the Discipline Committee Process
Approval Date: September 23, 1972	Resolution No: E.C. 122
Revision Date: May 26, 2015	Resolution No: C-14/15-195
Origin: Discipline Committee	

OBJECTIVE:

This policy is meant to establish a clear and concise process for hearings before the WQSB Discipline Committee.

REFERENCES:

Québec Education Act: (Section 242) *The school board may, at the request of a principal, and for just and sufficient cause, and after giving the student and his parents an opportunity to be heard, enrol him/her in another school or expel him/her from its schools; in the latter case, it shall inform the director of youth protection.*

The school board shall promptly decide on the principal's request, at the latest within 10 days.

A copy of the decision is sent to the Student Ombudsman if it proves necessary to expel the student in order to put an end to acts of bullying or violence.

PREAMBLE:

The principal may request a hearing before the Discipline Committee after a school level meeting has first taken place where appropriate. This school level meeting must include the parents/guardians (or student, if 18 years of age or older), the student, the principal and a WQSB director. When possible, the school level meeting is held at the WQSB board office.

PROCESS:

1. A ***Principal Request for Discipline Hearing*** form (Annex A) must be filed by the principal at the time of the principal's request for a hearing before the Discipline Committee. This form must be accompanied by all relevant reports and documents. The principal makes 6 copies (3 for the Discipline Committee members, 1 for the parents/guardians (or student, if 18 years of age or older), 1 for the school, and 1 for the Secretary General to be kept on file at the WQSB board office).

2. This *Principal's Request for Discipline Hearing* form and accompanying reports and documents shall be sent to the parents/guardians (or student, if 18 years of age or older) and members of the Discipline Committee at least 72 hours before the scheduled date of the hearing.
3. The parents/guardians (or student, if 18 years of age or older) shall also be notified by the principal in writing of the date, time, and location of the hearing. A document titled *Information Guide* (Annex B) shall also be included.
4. If the parents/guardians (or student, if 18 years of age or older) choose not to attend the hearing, the hearing will proceed as scheduled and a decision will be rendered by the Discipline Committee.
5. At the hearing, the principal shall present the documentation supplied and the reason(s) supporting the request for a Discipline Hearing.
6. At the hearing, the student and parents/guardians will have the opportunity to be heard.
7. At the hearing, the members of the Discipline Committee may ask questions directly pertaining to any matter raised by the principal, the student, and parents/guardians.
8. A decision shall be rendered promptly by the Discipline Committee.
9. The decision rendered by the Discipline Committee is limited to one of the following options. The student is to:
 - return to his/her school;
 - be assigned to another WQSB school;
 - be expelled from all WQSB schools.
10. The parents/guardians (or student, if 18 years of age or older) will be advised by a WQSB director of the Discipline Committee's decision, in writing, by registered letter. They will also be advised of their right to request that the decision be reconsidered by the Council of Commissioners.
11. All copies of the accompanying reports and documents, other than the parents/guardians' (or student, if 18 years of age or older) copy and the official copy to be kept on file, shall be destroyed following the hearing.
12. The original copy of the written decision shall be sent to the Secretary General and kept on file.



Principal Request for Discipline Hearing

This form is to be used by the principal when requesting a WQSB Discipline Committee Hearing. Such a request should be made only after all reasonable options have been thoroughly explored at the school level. School level intervention will include, where appropriate, a discipline meeting with the student, the student's parents/guardians, the principal, and a board director to discuss the school's concerns and to explore additional interventions. When a school level meeting is not appropriate given the gravity of the student's actions, the principal can immediately request a Discipline Committee Hearing.

Information to be included with the request for a Discipline Committee Hearing: (Please note that all accompanying documentation must be received by the Discipline Committee members not less than 72 hours before the hearing).

Name of school: _____

Name of principal: _____

Date request sent: _____

Name of student: _____

Address of student: _____

Date of birth of student: _____

Grade level of student: _____

Name of WQSB director: _____

Attachments will include:

- Incident Report – an account of recent incident(s) leading to this request
- Intervention Report – an account of interventions taken by the school, and the outcomes
- Outline of involvement of any outside agency (DPJ, Pavillon Jellinek, Programme d'enrichissement éducatif du Pontiac, Complexe Héritage, Pierre Janet Hospital, the police, etc...)
- All pertinent documents from agencies and the police outlining the interventions and actions taken
- I.E.P. (where applicable)
- Principal's School Level Meeting Report

Attachments may include any of the following:

- Most recent report card
- Attendance record
- Other services offered/provided by the school
- Report of the school level discipline meeting
- Any other document deemed pertinent



Information Guide

The Western Québec School Board Discipline Hearing

There are approximately 7000 students in the Western Québec School Board. Some of these students require ongoing or periodic support for learning, behaviour and/or adjustment problems. In most cases the school and family are able to work cooperatively to meet the needs of these students. Unfortunately, there are times when the school feels it has exhausted all resources at its disposal, yet the student persists in exhibiting behaviour that is a threat to security and/or learning, or where a student's actions contravenes the law or a major board policy. In these cases a Discipline Committee Hearing may be called at the principal's request.

Québec Education Act: (Section 242):

The school board may, at the request of a principal and for just and sufficient cause, and after giving the student and his parents an opportunity to be heard, enrol him/her in another school, or expel him/her from its schools; in the latter case, it shall inform the director of youth protection.

The school board shall promptly decide on the principal's request, at the latest within 10 days.

A copy of the decision is sent to the Student Ombudsman if it proves necessary to expel the student in order to put an end to acts of bullying or violence.

1. What is a Discipline Hearing?

The Discipline Hearing is held by a committee composed of 3 elected school board commissioners mandated to review the school's concerns that have directly led to the calling of a WQSB Discipline Hearing. This body is empowered to make a final decision after examining all pertinent information brought to the Discipline Committee Hearing.

The Discipline Committee has the power to make one of the following decisions:

- to expel the student,
- to send the student to another WQSB school,
- to return the student to his/her school.

2. Who attends the Discipline Hearing?

The elected school board commissioners, the principal, a WQSB director, and any other professional deemed necessary. The student and the student's parents/guardians are invited to attend.

3. What can I expect at the Discipline Hearing?

You will have received a copy of all of the documentation that will be sent to the commissioners attending the Discipline Hearing prior to the scheduled Discipline Committee Hearing so that you can review the school's position and prepare your response.

Both the student and the parents/guardians will be given an opportunity to be heard, to present their side of the story, and to answer any questions raised by the commissioners.

4. What happens if the student is expelled?

The file is referred to D.P.J. (Director of Youth Protection).

5. Is it possible to appeal the decision?

Yes, as with any decision affecting a student or parents of a student, a request may be made to the Council of Commissioners to reconsider its decision. This request must be made in writing to the Secretary General of the WQSB and must briefly outline the grounds on which the request is made.

6. Does expulsion mean my child will never be allowed to return to school?

Students who have been expelled may reapply for admission the following school year. This application must be made to a WQSB director of education in writing prior to the beginning of the school year. An intake meeting will be convened.

7. Who can I contact if I have any other questions?

At any time, the Secretary General can be contacted to answer your questions about this process.