

# District Support Committee Regulation

## 1430-10 | District Support Committee Regulation

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### 1. Procedures for District Support Committee Referral

1.1 When a serious disciplinary situation involving a student arises, the principal may refer the student to the Superintendent of Schools (or his/her designate) for review.

1.2 When a principal and the superintendent (or designate) have reviewed a serious incident and referred it to the District Support Committee, the following procedures are to be followed by the principal:

1.2.1 contact the student's parent or guardian;

1.2.2 send a letter to the parent or guardian. The letter should include the provisions of the School Act along with a brief summary of the incident;

1.2.3 send a copy of the letter to the superintendent;

1.3 Upon receiving the necessary documentation and letter, the superintendent (or designate) may arrange a meeting of the District Support Committee with the student, the parent(s) or guardian(s) and the principal. A detailed report of the student's school record and the incident will be discussed at the committee meeting. The report of the principal shall include:

1.3.1 identification of the student – birth date, address, telephone number, parents' or guardians' names, school and placement;

1.3.2 it may also include copies of relevant school records – permanent record card, medical report, attendance records, discipline records, report card marks; if needed;

1.3.3 anecdotal record of the incident that was recorded as soon as possible after the incident occurred.

1.4 The committee shall give the student and the parent(s) or guardian(s) an opportunity to appear before it to speak to the issues of subsequent placement or program offering. The parents or guardians may bring an advocate to support them. The chairperson of the committee will facilitate this process.

1.5 The committee may seek the input of other agencies involved with the student and make a decision regarding appropriate action. The parent(s) or guardian(s) of the student and the principal will be notified in writing of the decision.

1.6 Following the District Support Committee's hearing, the Chair will inform the school and parent(s)/guardian(s) in writing of the final decision. The letter will include:

1.6.1 the student's date of return to school, the school to be attended, and the conditions under which

the student will return to school; or

1.6.2 other arrangements for a student under sixteen (16) years of age to continue his/her education.

## **2.0 Appeal of a District Support Decision**

2.1 The parent(s)/guardian(s) will be informed of their right to appeal the decision of the District Support Committee to the Board of Education under School District No. 52 (Prince Rupert) Student and/or Parent Appeal Bylaw#4.