

To be sent to Student/Parent and Principal

To be sent on Board letterhead

To: *[NAME AND ADDRESS]*

In connection with the Expulsion Hearing of *[NAME OF STUDENT]*, a Pre-Hearing Conference has been scheduled for:

Date:

Time:

Place:

(If a Pre-Hearing Conference is to be held by teleconference or video conference, or any participant will attend via teleconference or video conference, include the following statements in the notice:

This Pre-Hearing Conference be conducted electronically in the following manner: [SET OUT DETAILS/EXPLANATION ABOUT THE MANNER IN WHICH THE HEARING WILL BE HELD – E.G. WHO WILL BE PARTICIPATING VIA TELECONFERENCE, VIDEO CONFERENCE AND WHERE THE PARTIES ARE TO ATTEND TO BE CONFERENCED IN TO THE HEARING].)

The purpose of the Pre-Hearing Conference is to deal with any procedural issues which the parties may have, including any issues relating to disclosure, length of the hearing, procedure or any other matter which you may wish to discuss. There will also be a discussion to review whether there are any facts or issues on which the parties can agree.

Please note that you are required under the Board's policy to have completed pre-hearing disclosure prior to this Pre-Hearing Conference.

Please note that if you do not attend at the meeting, you will be deemed to have waived any procedural issues which you might have raised at the Pre-Hearing Conference regarding disclosure or any other procedural issue, unless you can satisfy the Expulsion Committee that there was a reasonable excuse for your failure to participate in the Pre-Hearing Conference.

Please direct any questions to me.

Yours truly,