

PRE-HEARING CONFERENCE CHECKLIST

**For use of the Superintendent or Committee member
conducting the Pre-hearing Conference**

Purpose of the Pre-Hearing Conference:

The purpose of the Pre-Hearing Conference is to expedite the hearing by ensuring that disclosure of positions, documents and witnesses has taken place, to deal with any preliminary procedural issues which can be dealt with at this point and to determine whether the parties are able to agree on any facts or issues in advance of the hearing.

CHECKLIST:

Has The Principal Provided To The Parent:

- G a written outline of the Principal's position? [in the case of an expulsion hearing, this will likely be the Report]
- G documents that the Principal intends to put into evidence?
- G copies of documents requested by the parent, if any?
- G a list of witnesses, if witnesses are to be called?
- G an indication of whether the Principal will be represented by a lawyer?

Has The Parent Provided To The Principal:

- G a written outline of the parent's position?
- G documents that the parent(s) intends to put into evidence?
- G copies of documents requested by the Principal, if any?
- G a list of witnesses, if witnesses are to be called?
- G an indication of whether the parents will be represented by a lawyer or advocate?

NOTE: NEITHER THE PRINCIPAL NOR THE PARENT IS TO PROVIDE THESE ITEMS TO THE SUPERINTENDENT OR MEMBER OF THE COMMITTEE CONDUCTING THE PRE-HEARING CONFERENCE – THE POINT IS TO SIMPLY ENSURE THAT THIS HAS BEEN DONE.

Are There Any Preliminary Issues To Be Discussed Relating To Process?

These might include an extension of the length of time or moving the date of the hearing, in which case an agreement must be made. If there is no agreement between the Principal and parent on any preliminary issue, the Superintendent or Committee member may request each party's position in writing and determine time lines for proceeding. The party's written positions will then be delivered to the Committee for determination either before the hearing or at the hearing.

The Superintendent or Committee member conducting the pre-hearing conference should also explain how the hearing will unfold including the order of proceeding and the time limits which will apply.

Have The Parties Discussed Whether There Are Any Facts Or Issues They Can Agree To?

The parties should be encouraged to continue to meet at the end of the Pre-Hearing Conference to determine if there are any facts or issues that they can agree to in order to focus the case on what the real issues are.