

**To be sent to Student/Parent and Principal**

**To be sent on Board letterhead**

**Date**

**Inside Address**

Dear *[STUDENT/PARENT/GUARDIAN]* or *[PRINCIPAL]*:

Re: Notice of Expulsion Hearing

Please be advised that an Expulsion Hearing will be conducted by a Committee of the Board, established for this purpose under the Board's Expulsion Administrative Procedure. This hearing is being held pursuant to the *Education Act*, to determine whether *[NAME OF STUDENT]* should be expelled in accordance with the *Education Act* and/or the Board's policy.

The details of place, time and date of the Hearing are as follows:

Place:

Time: \_\_\_\_\_ o'clock AM/PM

Date:

*[If the hearing is to be conducted electronically, include the following statements in the notice]:*

The hearing will 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, videoconference and where the parties are to attend to be conferenced in to the hearing.]*

If you object to the hearing proceeding electronically because you believe that an electronic hearing would likely cause you significant prejudice, you may raise your objection to an electronic hearing by forwarding to me within 5 days of receipt of this notice a written statement setting out your objection. This statement should set out the reasons for your objection, including a statement of the prejudice which you believe you would suffer if the hearing were held in the manner proposed. I will forward your objection to the committee for determination prior to the hearing.

**Please note that if you do not attend at the hearing, that the Committee may proceed with the expulsion hearing in your absence and that you may not be entitled to any further notice of the proceeding.**

The hearing has been set for a maximum of two hours and each party will be given up to one hour to complete his/her presentation. This time frame will only be extended if the Committee determines that, in the circumstances, a party reasonably requires more time to complete his/her presentation.

I have enclosed copies of the Board's Expulsion Policy and Procedures on Expulsions Hearings. Please note that at least 5 days in advance of the hearing, you are required to exchange with

[*name of the other party – ie either Principal or student/parent/legal guardian*] the following information:

[*IN THE CASE OF THE PARENT/STUDENT ONLY*] a written outline of your position on the recommendation to expel, setting out with particularity your position on the circumstances which gave rise to the recommendation to expel and your position on discipline.

- (a) copies of any documents which you want to give to the Committee at the hearing;
- (b) if you intend to call witnesses, a list of the names of those witnesses and a brief outline of what each witness will say;
- (c) whether you will be represented by an advocate or lawyer and, if so, the name of the advocate or lawyer.

Please note that a Pre-Hearing Conference has been set up in this matter in accordance with the Board's procedures. A Notice is enclosed.

Please contact me if you have any questions about the policy or procedures.

Yours,