



POLICY NUMBER:

APP.D.SMW.E.2

APPROVAL DATE:

October 1, 2001

LAST REVISED:

October 1, 2001

EXPULSION HEARING NOTICE

... date ...

[Student's Name if Adult/Parent's Name if Student is a Minor] [Home Address]

Dear [Student/Parent]:

Re: Recommendation for Expulsion of [Name of Student], [D.O.B.].

Further to Principal [name of Principal] letter of [date of letter], please find enclosed for your review a copy of the Expulsion Report Prepared by the Board.

This letter confirms that the Expulsion Hearing will be an oral hearing which will take place on [date of Expulsion Hearing if oral], at the Board Office [address] at [time].

Please find enclosed as part of the Expulsion Report a copy of the Expulsion Committee Rules, which govern the Committee's procedure. The procedures outlined in the Rules are applied by the Expulsion Committee of the Board in their discretion.

The procedure to be applied by the Expulsion Committee of the Board will be explained to you in a pre-hearing meeting to be held at the Board Office at 75 Woolwich St. Guelph on [date of meeting] at [time of meeting].

Please contact me by phone, or in writing to confirm your attendance at this meeting. If there are any specific issues that you wish to raise regarding the Expulsion Committee's process please set these issues out in writing and fax or mail a copy of these issues to me before the meeting.

Please note that you have the right to be represented by legal counsel at both the Expulsion Hearing and the pre-hearing meeting to discuss process. Should you wish to bring legal counsel please have your counsel contact counsel for the Administration, Mr/s. (name of Administration's legal counsel and their telephone number).

Please note that the Expulsion Committee will wait for thirty (30) minutes for your arrival on both [date of meeting] and [date of hearing] and should you fail to attend either the meeting or the hearing the Expulsion Committee may proceed to determine the issues in your absence. Subsequently, any decisions of the Expulsion Committee will be forwarded to your attention.

Sincerely,

Superintendent of Education

CC. Principal, Director of Education