

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE - EXHIBIT: SAMPLE LETTER REGARDING
THE SETTING OF A HEARING**

<i>EXHIBIT CODE:</i>	<i>632 E 004</i>
Policy Reference: 632 – School Discipline	Procedure Code Reference: 632 AP 001 – School Discipline 632 AP 002 – Student Expulsion Hearings

EXHIBIT

See below for a sample letter template for Setting a Hearing Before the Board of Trustees.

REFERENCES

Alberta Education – Education Act

Approved: May 17, 2005

Revised: April 28, 2015

TEMPLATE FOR LETTER SETTING HEARING BEFORE THE BOARD OF TRUSTEES

Date

Parents' Name and Address

Dear _____,

I have received a copy of a letter from _____, the Principal at _____ school, dated _____. This letter provides notice that the Principal has suspended your child from school as of _____, and recommends expulsion from _____ school.

According to **Section 37 of the Education Act** and Medicine Hat Public School Division (MHPSD) Policy No. 632 (copies enclosed), the decision to reinstate or expel _____ must be made by the Board of Trustees of MHPSD, after hearing representation from you and the Principal. The meeting of the Board of Trustees must be held within ten school days of the date of the suspension of your child: **Section 37(4) of the Education Act**. Accordingly, after discussion with you, we have scheduled for this matter to be dealt with by the Board of Trustees on _____, at _____ a.m./p.m., at the School Division Office, 601 – 1 Avenue, S.W., Medicine Hat Alberta.

If you wish to present any written material to the Board of Trustees, please provide that material to me prior to _____.

If you have questions about this meeting of the Board of Trustees, please contact me at _____.

Sincerely yours,

Principal Name

cc: Deputy Superintendent: Human Resources