

## General Guidelines for the Conduct of the Hearing

### 1. **Appearance Sheet:**

Each Party, his or her representative shall print and sign his or her name and identify the reason for his or her presence (Parent, Pupil, Principal, Representative of Parent/Pupil/Principal, Witness for Parent/Pupil/Principal).

### 2. **Call to Order:**

The Chair of the Hearing Committee shall call the meeting to order.

### 3. **Introduction of the Discipline Committee, the Parties, their Representatives and Others:**

The Chair of the Discipline Committee shall introduce the Hearing Committee and its legal representative, if he or she is present. The Secretary to the Committee shall read out the names of others present and the reason for their presence from the Appearance Sheet.

### 4. **Preliminary Matters:**

The Chair shall ask the Parties if there are any preliminary matters to be dealt with.

### 5. **General Procedure:**

The following guidelines will apply to a Hearing:

- (a) Information to be provided by a witness shall be presented in the form of a written statement;
- (b) Five minutes for the introduction of the parties and the Discipline Committee;
- (c) Five minutes for a presentation by the principal on the background of the suspension;
- (d) Ten minutes for a presentation by the appellant/agent or counsel of documents, reports and submissions on behalf of the pupil, followed by questions (if any) from the Discipline Committee and the principal;
- (e) Ten minutes for a presentation by Legal Counsel on behalf of the principal of documents, reports and submission on behalf of the school, followed by questions (if any) from the Discipline Committee and the appellant;
- (f) Five minutes for a response by the appellant/agent or counsel;
- (g) If the student is present, the Discipline Committee shall ask the student if he/she wishes to make a statement on his/her own behalf;
- (h) The Discipline Committee may recess in private at any stage of the Hearing, and in order to deliberate on its decision. The Discipline Committee may reserve its decision;
- (i) If translation or interpretation services are required, the time limit in each step may be adjusted.

### 6. **Documentary Evidence:**

Each document introduced into evidence shall be consecutively numbered and 8 copies shall be provided.