



POLICY NUMBER:	APP.A.SMW.E.2	APPROVAL DATE:	LAST REVISED:
		October 1, 2001	October 1, 2001

SUSPENSION LETTER PRIOR TO RECOMMENDATION FOR EXPULSION

... date ...

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

Dear [Student/Parent]:

Re: Suspension of [Name of Student], [D.O.B.] from [name of School].

You/ [student's name] have/has been suspended from [name of School] and from engaging in all school related activities from [effective date of suspension] to [last day of suspension] inclusive, i.e. twenty (20) school days. This suspension applies to all school buildings, grounds, school buses and school functions and trips.

Please be advised that this suspension is made in accordance with section 309 [if mandatory expulsion infraction]/section 310 [if discretionary expulsion infraction] of the *Education Act* and in accordance with the Wellington Catholic District School Board's Code of Conduct: Student Suspension Policy and the School Code of Conduct.

The reason for the suspension is [use the mandatory/discretionary infraction applicable]. Namely, my belief is that [describe incident with particulars].

Please be advised that I am continuing my investigation of this matter, and should further disciplinary action be warranted you will be informed in writing.

Should you wish to request a review of this suspension, please contact me in writing within three (3) school days of the commencement of the suspension, i.e. before [insert date]. If you wish to request a review of this suspension, please be aware that the review does not stay the suspension. You are requested to stipulate the rationale and reasons for your appeal.

Should you wish to discuss this matter, I shall be pleased to arrange a time for us to meet.

Sincerely,

Principal

cc. Superintendent of Education
Director of Education
Ontario Student Record (O.S.R.)