



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

SUSPENSION REVIEW LETTER

... date ...

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

Dear [Student/Parent]:

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

Further to your request for a review of the decision to suspend you/[student's name], pursuant to section 306 [if mandatory suspension]/section 307 [if discretionary suspension] 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 with respect to your/ [name of student] conduct on [date] in which you/[name of student] [describe incident with particulars], I am writing to advise you that such a review has been conducted.

Upon conducting my review, I have determined that [state decision of review i.e. uphold suspension, modify suspension, expunge suspension.]

Please be advised that should you disagree with my decision regarding the suspension review you may appeal the suspension to the Suspension Appeal Committee of the Board by providing written notice to me within five (5) school days of the date of the suspension review decision. Please note that a suspension appeal does not stay the suspension.

Sincerely,

Superintendent of Education

cc. Principal