



SUSPENSION PENDING INVESTIGATION FOR EXPULSION

(on school letterhead) - (Created in, and printed/emailed from SIS)

[Date of issue]

[Parent/Guardian or Adult Student]

[Address]

Dear [Parent/Guardian or Adult Student Name]:

Re: Suspension of [Student's Name]
Date of Birth: [Date of Birth]
School: [Name of School]

Please be advised that [student's name/you] [has/have] been suspended from attending [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, school functions, activities and trips.

This suspension is made in accordance with the *Education Act*, the provincial and Board Codes of Conduct, and Board Policy 2.1.18 – Safe Schools: Student Discipline, Bullying Prevention and Intervention.

The reason for this suspension is [use the infraction specified in Procedures for Policy 2.1.18]. Namely, my findings indicate that [student's name/you] [describe incident with particulars].

Please be advised that I am continuing my investigation of this matter in order to determine whether to recommend to the Discipline committee of District School Board Ontario North East that [student's name] be expelled. The investigation may include [identify the next steps]. An expulsion may be from this school or from all schools of the board. You will be informed of the results of my investigation in writing.

The board is committed to the education and future of its students. [Student's name/You] [has/have] been assigned to a Program for Students on Long-Term Suspension. This Program provides students with the opportunity to continue academic work and receive support for self-management. Please find enclosed information about the Program. Please contact the school at your earliest opportunity to confirm [the student's/your] participation in the Program. As soon as notice of [the student's/your] participation is received, a planning meeting will be scheduled.

At this time, you do not have the right to appeal the suspension. If, at the conclusion of the investigation, I decide not to recommend an expulsion, you will be entitled to appeal the suspension. If I decide to recommend an expulsion, you may address the suspension during the expulsion proceedings.

Sincerely,

[signed by Principal]
Principal

Encl.

Cc: Superintendent of Education
Ontario Student Record (OSR)
Attendance Counsellor