

Exclusion Letter

On the Letterhead of
THE SCHOOL

...Date...

Delivered

[Name]
[Address]

Dear [Name]:

Your communication with and actions towards staff and students of [Name of School] has been and continues to be contrary to Board Policy and the School Code of Conduct. As a result, **effective today, you are excluded from the School pursuant to section 265(m) of the *Education Act*. In addition, pursuant to the *Trespass to Property Act*, you are advised not to attend on the School property at any time.**

You are hereby prohibited from entering the property known as _____ School,
_____ Street, _____, Ontario, operated by the Algonquin and
Lakeshore Catholic District School Board, from this date forward.

This prohibition extends to and applies to all of the said property, including buildings, playgrounds, parking areas and other facilities. Should you be found to be causing a disturbance in the proximity of the property, the appropriate Police authorities will be immediately notified.

If you do not comply with these restrictions and attend on school property, the police will be contacted to enforce the *Education Act* and/or the *Trespass to Property Act*, including charges and a fine of up to \$5,000.00.

I trust that the terms of this letter are clear and that you understand the potential consequences of non-compliance.

Yours truly,

[Name of Principal]

c.c.: Director of Education
School Superintendent
Chief of Police