

**Letter: Suspension Pending Possible Expulsion****(School Letter Head)****(Insert SCHOOL NAME)****(Insert School Address, Street, City, Ontario, Postal Code)      Tel: (613) (Telephone)****Suspension Pending Possible Expulsion****(Date (Month, Day, Year)****(Name of Parent/Guardian/Adult Student) and****(Name of the Student)****(Address)****(City and Province)****(Postal Code)****Dear (Name of Parent/Guardian/Adult Student) and (Name of the Student):****Or (Name of the Student): if > 17 yrs.****Re:      Student's First and Last Name****Date of Birth: Month, day, year****Grade**

This letter will serve to notify you that **(Student's First and Last Name)** has been suspended from **(Name of School)** for a period of 20 school days pursuant to section 306 of the *Education Act*. This suspension will begin **(First Day of Suspension)**.

This disciplinary action is the result of the following conduct:

**(indicate the primary infraction / reason under the Education Act and/or Board policy)**

**(indicate the secondary infraction / reason (if appropriate) under the Education Act and/or Board policy)**

**Possessing a weapon, including possessing a firearm**

**Using a weapon to cause or to threaten bodily harm to another person**

**Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner**

**Committing a sexual assault**

**Trafficking in weapons or illegal drugs**

**Committing robbery**

**Giving alcohol to a minor**

**Possession of an explosive substance**

**Serious or repeated misconduct**

**Conduct injurious to the moral tone of the school (Note: very serious, unlike activity in suspension)**

**Conduct injurious to the physical or mental well-being of others (Note: very serious, unlike activity in suspension)**

The school will provide a homework package to you to assist (**Student's First Name**) in maintaining his/her academic program. Please contact the school office to receive the homework package. In addition, (**Student's First Name**) is encouraged to participate in the Board's Safe Schools Alternative Program. Please contact me if (**Student's First Name**) is committed to participating in the Safe Schools Alternative Program.

If (**Student's First Name**) makes a commitment to attend the Board's Safe Schools Alternative Program, a Student Action Plan will be developed. The Student Action Plan will include an academic and non-academic component to support the student. The purpose of the academic component is to ensure that all students have the opportunity to continue their education. The purpose of the non-academic component is to assist students in developing positive attitudes and behaviour.

During the term of the suspension, with the exception of attendance at the Safe Schools Alternative Program, (**Student's First Name**) is not permitted to participate in any school or board sponsored activities, ride any school board transportation or be on school property without my permission.

After I conduct an investigation in this matter, I will provide you with written notification of my decision.

If I do not recommend to the Board that the student be expelled, the suspension will be subject to appeal. You may wish to appeal the suspension under section 309 of the *Education Act*. You are required to provide written notice of your intention to appeal to Mr. Michael Schmitt, Director of Education, Algonquin and Lakeshore Catholic District School Board, within 10 school days of the commencement of the suspension. In addition, you may contact to discuss any matter with respect to the appeal of the suspension or you may contact Dr. Maryanne Bullock, Superintendent of School Effectiveness – Safe Schools to discuss the procedures governing the appeal process. The contact information for Dr. Maryanne Bullock, Superintendent of School Effectiveness – Safe Schools is Algonquin and Lakeshore Catholic District School Board 151 Dairy Avenue, Napanee, Ontario K7R 4B2 Tel: (613) 354-6257, ext. 442, or toll free: 1-800-581-1116.

If I recommend that the student be expelled, there may be an expulsion hearing where the suspension would be addressed by the parties at the hearing.

Please note the appropriate sections of the Board Policy attached to this letter.

Sincerely,

**[Signature of Principal]**

Principal

Copies: Director of Education  
Superintendent of School Effectiveness  
Superintendent of School Effectiveness – Safe Schools  
Ontario Student Record  
Teacher (s)  
Administrator (s)  
Attendance Counsellor