

**To be sent on Board letterhead****Date****Inside Address**

Dear *[NAME OF PARENT OR NAME OF STUDENT IF THE STUDENT IS 18 YEARS OR OLDER OR IS 16 OR 17 YEARS OF AGE AND HAS WITHDRAWN FROM PARENTAL CONTROL]*:

Please be advised that the Board's Committee appointed to hear the recommendation to expel *[NAME OF STUDENT]* has determined, after consideration of the evidence presented, the submissions made at the hearing on *[DATE]*, and the mitigating and other factors outlined in the Regulations, that *[NAME OF STUDENT]* should be expelled.

The reason for the expulsion is that *[NAME OF STUDENT]* has been found by the Board's Committee to have *[SET OUT THE ACTIVITY WHICH THE STUDENT ENGAGED IN]*.

Having regard to the relevant and required considerations, the Committee has decided to impose

*EITHER*

an expulsion from *[NAME OF SCHOOL ATTENDED BY THE STUDENT]* only. *[NAME OF STUDENT]* will be assigned to *[NAME OF SCHOOL]* as of the date of this letter and should report at \_\_\_\_\_ o'clock on the next school day following receipt of this letter at the main office at *[NAME OF SCHOOL]* to meet with Principal \_\_\_\_\_ - in order to become registered in the school.

*OR*

1. an expulsion from all of the Board's schools. As a consequence, *[NAME OF STUDENT]* has been assigned to a program for expelled students located at *[LOCATION AND ADDRESS]*. This program has been developed to take into account the needs of the students who are enrolled in the program and includes an academic component to support suspended students in their education as well as a non-academic component designed to assist in the development of positive attitudes and behaviours.

Please let *[NAME OF BOARD OFFICIAL AND TELEPHONE NUMBER]* know verbally or in writing whether you will be attending this program. As soon as a student commits to attend this program a Student Action Plan (SAP) will be developed for the student, outlining goals, objectives and learning expectations, including a review of the student's progress with regard to his/her SAP. Every effort will be made to provide an opportunity for a student who attends the program to maintain his/her regular academic course work during the program.

A student who successfully completes a program for expelled students or who meets all of the objectives of the program for expelled students will be readmitted as a student by the Board. I urge *[YOU/YOUR STUDENT]* to attend this program during the suspension. Please call \_\_\_\_\_ if you wish to discuss this further.

Please be advised that an appeal of this decision lies to the Child and Family Services Review Board. I have enclosed information regarding this process and the steps you must follow to appeal the expulsion.

Yours truly,

[Chair of the Expulsion Committee]

cc: Principal