

**LETTER ADVISING THAT STUDENT WILL BE SUSPENDED INSTEAD OF EXPELLED FORM 013-H**

**To be sent on Board Letterhead**

**Date**

**Inside Address**

Dear *[NAME AND ADDRESS]*:

Following the completion of the Expulsion Hearing, the Expulsion Committee has considered the evidence presented and the submissions made at the hearing on *[DATE]*, along with the mitigating factors and other factors which are relevant in this matter and has concluded that an expulsion should not be imposed in this case. However, at the same time, the Committee has concluded that *[YOU/NAME OF STUDENT]* did engage in inappropriate conduct for which a suspension must be imposed.

Specifically, the Committee is satisfied that *[YOU/NAME OF STUDENT]* *did [SET OUT THE ACTIVITY FOR WHICH THE STUDENT HAS BEEN SUSPENDED]*.

The Committee has decided that a suspension for \_\_\_\_ days is appropriate.

*IF THIS IS A REDUCTION OF TIME ALREADY SPENT ON SUSPENSION:*

Since this represents a reduction of the time you have already spent on suspension, your record will be amended accordingly and you should report back to school on the day following your receipt of this letter. Please report to the Principal upon your return.

*OR IF THE SUSPENSION IS TO END IMMEDIATELY OR UPON ELAPSE OF 20 SCHOOL DAYS:*

*[YOU/NAME OF STUDENT]* should report to the school office at \_\_\_\_ o'clock on *[date]*.

Please note that the *Education Act* provides that this decision is final and that there is no appeal from this decision.

Yours truly,

cc: Principal