

Letter Advising Of Principal's Decision Not To Recommend Expulsion And Confirming Reduced Suspension

(Date)

(School)

Mr./Ms./Miss/Mrs. _____

Dear _____

Re: _____

Following the completion of the Principal's investigation, I have decided not to make a recommendation to expel to the Board. However, at the same time, I have concluded that _____ did engage in conduct for which a suspension should be imposed.

Specifically, the reason for the suspension is as follows:

I have, however, determined that it is appropriate to have the duration of the suspension be _____ days, even though the time has already been served. The record of the suspension will be recorded accordingly.

_____ should return to school on _____

Upon returning, _____ should report to the main office.

Please note that you may appeal this reduced suspension by delivering, within 10 school days of the date of this letter, a written Notice of Appeal to _____

☐ I have included a copy of the Board's policies and procedures governing a suspension appeal.

Please note that the Notice of Appeal must set out the following:

the name of the student;

- (a) the date the suspension commenced;
- (b) the issue(s) being appealed (e.g. length of the suspension or whether the circumstances justify a suspension);
- (c) the reasons for the appeal (e.g. the reasons you disagree with the decision to suspend and/or with the length of the suspension); and
- (d) the name and contact information of the person making the appeal including address, telephone number and, where possible, a fax number or e-mail address.

Should you wish to discuss this matter, I will be pleased to arrange for a time for us to meet.

Yours truly,

cc: Principal
Superintendent/Associate Superintendent
Associate Superintendent of Safe and Caring Schools, Director's Office