

FORM F359-1 SECTION: STUDENTS	
Adopted/Original Date of Issue	2004
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Next Review Date	2028
Contact	Superintendent of Safe Schools

## SUSPENSION PENDING INVESTIGATION FOR EXPULSION

### SUSPENSION PENDING INVESTIGATION FOR EXPULSION (FOR GRADES 4 TO 12) [on school letterhead]

[Date of issue]

[Parent/Guardian or Adult Student]  
[Address]

Dear [Parent/Guardian or Adult Student Name]:

**Re: Suspension of [Student’s Name], [Date of Birth] from [Name of School]**

Please be advised that [student’s name/you] [has/have] been suspended from attending [name of school] and from engaging in all school-related activities from [effective date of suspension] to [last day of suspension] inclusive, i.e., twenty (20) school days. This suspension applies to all school buildings, grounds, school buses, school functions, activities and trips.

This suspension is made in accordance with the Education Act, Administrative Procedure 140 Code of Conduct, Administrative Procedure 359 Student Discipline: Expulsion and [name of school’s] Code of Conduct.

The reason for this suspension is [use the infraction specified in Administrative Procedure 359 Student Discipline: Expulsion]. An investigation has been started into the incident where [describe incident].

Please be advised that I will continue my investigation of this matter in order to determine whether to recommend to the Discipline Committee of the Renfrew County District School Board that [student’s name/you] be expelled. An expulsion may be from [name of school] or from all schools of the district. You will be informed of the results of my investigation in writing.

The District is committed to the education and future of its students. [Student’s name/You] [has/have] been assigned to an alternative suspension program, a program for suspended students. An alternative suspension program provides students with the opportunity to continue academic work and receive support for self-management. Please find enclosed

information about the alternative suspension program. Please contact the school at your earliest opportunity to confirm [the student's/your] participation in an alternative suspension program. As soon as notice of [the student's/your] participation is received, a planning meeting will be scheduled.

You do not have the right to appeal the suspension at this time. Should it be determined at the conclusion of the investigation that a recommendation for expulsion will not be made, you will be entitled to appeal the suspension to the Discipline Committee of the Board. Should it be determined that a recommendation for expulsion is warranted, then you may address the suspension before the Discipline Committee at the expulsion hearing.

Sincerely,

[signed by Principal]

Encl.

cc

Superintendent of Education  
Superintendent Responsible  
Ontario Student Record (OSR)

**Form History**

Approved:	2004; January 2008; February 2024
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