

FORM F359-2 SECTION: STUDENTS	
Adopted/Original Date of Issue	2004
<input checked="" type="checkbox"/> Last Reviewed <input type="checkbox"/> Revised	2023
Next Review Date	2028
Contact	Superintendent of Safe Schools

DECISION NOT TO RECOMMEND EXPULSION

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[on school letterhead]

[Date of issue]

[Parent/Guardian or Adult Student]

[Address]

Dear [Parent/Guardian or Adult Student Name]:

Re: [Student’s Name], [Date of Birth] [Name of School]—Expulsion Not Recommended

I am writing to you to report the result of my investigation following [student’s name/your] suspension. I have decided not to recommend to the Discipline Committee that [student’s name/you] be expelled.

As part of my investigation, I have reviewed [student’s name/your] suspension, and I have determined that the suspension should be [upheld/ upheld but shortened to (insert number) school days and the record amended accordingly/ withdrawn and the record expunged.]

[Unless the suspension is withdrawn] Should you wish to appeal the suspension, you must provide written notice of your intention to appeal the suspension to the Superintendent responsible, [name and contact information]. This notice must be received by the Superintendent within five (5) school days of the receipt of this letter, i.e., before [insert date, calculated as follows: if this letter is sent by courier or mail, the date is ten (10) school days from the date of this letter; if sent by e-mail or fax, the date is six (6) school days from the date of this letter].

If you provide notice of your intention to appeal, you may contact the Superintendent responsible to discuss the appeal. If the suspension has been reduced in length, the appeal is related to the reduced suspension. Please be aware that an appeal does not stay the suspension.

Excerpts from Board Policy 13 - Appeals and Hearings Regarding Student Matters are enclosed. This policy provides a description of the process for appealing a suspension to the Discipline Committee of the Board.

Sincerely,

[signed by Principal]

Encl.

cc

Superintendent of Education
Superintendent Responsible
Ontario Student Record (OSR)

Form History

Approved:	2004; January 2008
Reviewed:	January 2008; 2023
Revised:	January 2008