

FORM F359-3 SECTION: STUDENTS	
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Contact	Superintendent of Safe Schools

## NOTICE OF RECOMMENDATION FOR EXPULSION

### NOTICE OF RECOMMENDATION FOR EXPULSION [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 Recommended**

I am writing to you following my investigation to determine whether to recommend an expulsion. As a result of my investigation, I have decided to recommend to the Discipline Committee of Renfrew County District School Board that [student’s name/you] be expelled.

A copy of my Report to the Discipline Committee Recommending Expulsion is enclosed. You may respond to this report in writing to the Discipline Committee or to me. A copy of your written submission(s) should be provided to the Superintendent responsible, [insert name and contact information].

The hearing by the Discipline Committee to decide whether [student’s name/you] should be expelled will be held on [date and time] at [location]. Enclosed please find copies of Administrative Procedure 359 Student Discipline: Expulsion and Board Policy 13 - Appeals and Hearings Regarding Student Matters.

You will be provided with an opportunity to make a presentation to the Discipline Committee about whether [student’s name/you] should be expelled, and whether, if [student’s name/you] [is/are] expelled, [he or she/you] should be expelled from [name of school] or from all schools of the District and, if no expulsion is imposed, your position with respect to the suspension.

The Discipline Committee will determine whether [student’s name/you] should be expelled, and whether the expulsion should be from [name of school] or from all of the schools of the District.

If [student’s name/you] [is/are] expelled from [name of school], the Discipline Committee will assign [student’s name/you] to a program provided at another school in the District. If [student’s name/you] [is/are] expelled from all schools of the District, the Discipline Committee will assign [student’s name/you] to a program for expelled students.

Information about both the program that will be provided at another school and the program for expelled students is enclosed. Both the program that will be provided at another school and the program for expelled students will provide [student's name/you] with an opportunity to pursue academic work and receive additional supports.

Should the Discipline Committee decide not to expel [student's name/you], the Discipline Committee will review the suspension. The Discipline Committee may uphold the suspension, uphold but shorten the suspension and amend the record accordingly, or withdraw the suspension and expunge the record. The decision of the Discipline Committee with respect to the suspension is final and is not subject to appeal.

You may bring legal counsel to represent you before the Discipline Committee. If you intend to bring legal counsel, please provide the Superintendent responsible, [name] with notice of this intention at your earliest opportunity.

Please note that the Discipline Committee will wait for thirty (30) minutes for your arrival on [Time, Day, Month, and Year]. Should you fail to attend in a timely manner, the Discipline Committee may proceed in your absence.

The Superintendent responsible [name and contact information] will contact you to review the hearing process and answer any questions that you might have.

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