



**5142 APPENDIX 3**  
**SAMPLE SUSPENSION LETTER**

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Date:

**NOTICE OF SUSPENSION**

Name of Student:

Length of Suspension: 1 Day

Reason for Suspension: NAME displayed serious misconduct by engaging in a physical fight with another student.

Expectations/Consequences: NAME will incur a (#) day suspension effective DATE until DATE inclusive. S/He is expected to return to school on DATE.

Return: Upon return, NAME will be expected to meet with school administration and ???. This meeting will serve as an opportunity to present/co-construct a plan outlining supports in an effort to improve student conduct.

Legal Reference: Education Act (1995) Section 154:#

A principal may suspend a pupil for a period not exceeding 3 school days at a time...

OR

A principal may suspend a pupil for a period not exceeding 10 school days where the principal receives information alleging, and is satisfied, that the pupil has:

a) ??

b) ??

Principal

cc: Superintendent of School Operations