502.3.A Sample Out-of-School Suspension Letter

SCHOOL LETTERHEAD

(Date)

Mr. and Mrs. Smith
113 Cranberry Lane
Lethbridge, AB

RE: Mary Smith
Date of Birth: January 1, 2000
Present Grade: 10
School Suspension: Thursday, May 14 and Friday May 15, 2015

Dear Mr. and Mrs. Smith:
This letter serves as official school suspension notification and is a follow-up to our telephone conversation this morning.

Mary is being suspended from school according to the School Act, and according to the suspension policy and procedures of Lethbridge School District No. 51. The reason for the suspension is:

(reference to the specific school rule or policy when applicable)>>>>>>>>>>>>>>>>>>>>
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During the period of the suspension, Mary is not to be on school property at any time or ride the school bus.

Mary can return to school Monday, May 18, 2015. As a condition of reinstatement, Mary must be accompanied by a parent or guardian and meet with a school administrator before returning to class. If further incidents occur, other disciplinary consequences will result, including >>>>>>>>>>>>>>> .

If you have any questions regarding this letter, please do not hesitate to contact me.

Yours truly,

(School Principal)

.cc Mark Jones, Vice Principal
Jane Howe, Counsellor

SAMPLE

Exhibit