

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE - EXHIBIT: SAMPLE TEMPLATE OF  
LETTER OF SUSPENSION**

|                                                     |                                                                                                               |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <i>EXHIBIT CODE:</i>                                | <i>632 E 003</i>                                                                                              |
| <b>Policy Reference:</b><br>632 – School Discipline | <b>Procedure Code Reference:</b><br>632 AP 001 – School Discipline<br>632 AP 002 – Student Expulsion Hearings |

EXHIBIT

See below for a sample template of a Letter of Suspension.

REFERENCES

Alberta Education – School Act

**Approved:** May 17, 2005

**Revised:** April 28, 2015

***Sample Template of Letter of Suspension with Notice of Recommendation for Expulsion***

Date

Parents' Name

Address

Dear \_\_\_\_\_,

In accordance with Sections 24 and 25 of the Alberta School Act, this letter is to officially inform you that your child \_\_\_\_\_(name of student) is suspended from school and as the Principal of the school, I intend to recommend the child for expulsion from attending \_\_\_\_\_(name of school). The suspension and recommendation for the expulsion of \_\_\_\_\_has occurred because \_\_\_\_\_(name of student) \_\_\_\_\_(detailed description of incident of disallowed activity – i.e. using and selling illegal drugs at a date and time).

The suspension begins \_\_\_\_\_(start date of suspension). \_\_\_\_\_Is not to attend school or be on the school site, to ride the school bus or to attend any extra-curricular activities while this suspension is in place.

According to section 24-25 of the School Act and Medicine Hat Public School Division Policy (MHPSD) No. \_\_\_\_\_(copies of both enclosed), the decision to reinstate or expel must be made by the Board of Trustees of MHPSD. A Hearing of the Board of Trustees must be held within 10 school days after the first day of suspension, and you have a right to be present at that hearing and to make representations to the Board. You will be contacted by the Division office regarding the scheduling of the hearing.

Should you have questions about the suspension, or wish to discuss the incident or any other matter related to your child's education, please contact me at \_\_\_\_\_. Alternatively, if you have questions about the hearing with the Board of Trustees, please call \_\_\_\_\_at \_\_\_\_\_.

Sincerely yours,

Principal Name

CC: Deputy Superintendent- Human Resources

