



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### APPENDIX A – Notice of Exclusion

Date

Name of recipient (parent/caregiver or adult student)

Address of recipient

Dear Recipient:

Re: Name of student (d.o.b.)

Pursuant to s.265(1)(m) of the *Education Act*, it is my duty to inform you that name of student is excluded from attending name of school, or any other school of the Huron-Superior Catholic District School Board until further notice. This decision is based upon (give a concise explanation... "the events of such and such a date", "our conversation of such and such a date", etc), whereupon it was determined that (student's name)'s presence at school poses an unacceptable safety risk to themselves, other students and/or staff.

An exclusion from school is not intended to be disciplinary; rather, it is a temporary strategy to support educational programming and mitigate safety risks. While excluded from school, name of student will be eligible for academic supports and counselling supports, if applicable.

Re-entry to school is the ultimate goal of an exclusion, and will be considered when the following conditions have been met:

Indicate the appropriate conditions, specific to your situation:

1. A significant reduction in (student's name) baseline behaviour
2. No evidence that (Student Name) is engaging in concerning behaviour
3. Evidence that (Student Name) understands the concerns related to the previous behaviour
4. That (student name) participates in any assessment recommended by a medical professional, and follows all treatment recommendations
5. That (student name) is involved in counselling and there are indications that (student name) is responding positively to this intervention
6. An updated risk assessment indicates a reduced, acceptable level of risk for (Student name)
7. Others specific to your situation.

I would welcome a monitoring meeting with you around choose a date around a month after the start of the exclusion. Please contact me (your phone number) to make that arrangement. At the monitoring meeting, I will provide feedback on the progress of supports put in place, and we would welcome your thoughts and suggestions. We will also plan for future meetings at that time.

You have the right to appeal this exclusion. The process is outlined in the Procedural Guideline: Student Exclusion from School or Class and begins by providing written notification of your intent to appeal to the Director of Education.

If you have any questions at any point concerning the exclusion, please do not hesitate to contact me or the School Superintendent.

Sincerely,

**Your name**  
Principal, **Your school**

cc: School Superintendent of Education  
Superintendent of Education responsible for Special Education (if applicable)