

## Appendix A to 8093 Exclusion Procedures

Date [Month] [Date], [Year]

Dear: [Parent/Guardian/Caregiver First and Last Name]

RE: [Student First and Last Name]  
D.O.B. [MM/DD/YYYY]

The purpose of this letter is to provide you with formal notification that **[student's first name]** is hereby excluded from attending at **[school name]** Public School by virtue of the Lakehead District School Board's 8070 Safe Schools Procedure, Lakehead District School Board's 8093 Student Exclusion Procedure and section 265(1)(m) of the *Education Act* (R.S.O. 1990, c.E.2), which reads as follows:

- s. 265(1)(m) It is the duty of a principal of a school, in addition to the principal's duties as a teacher [...]subject to an appeal to the board, to refuse to admit to the school or classroom a person whose presence in the school or classroom would in the principal's judgment be detrimental to the physical or mental well-being of other pupils.

Based on a pattern of behavior that has included **[add all significant behaviours]** I have concluded that **[student's first name]** presence in the school will be detrimental to the physical or mental well-being of other pupils. **[student's first name]** exclusion is not disciplinary, but rather, a temporary measure for the purpose of putting in place measures and programs to promote **[student's first name]** inclusion at the school while supporting the safety of others.

While **attendance** is not permitted at **[school name]** Public School during the exclusion period, **[student's first name]** will receive home instruction for one hour per day at a schedule to be determined once a home instructor has been secured.

Please be advised that **[student's first name]** will be readmitted once it is determined that **[student's first name]** presence in the school will no longer be detrimental to the physical or mental well-being of any other pupil.

This may be determined through the provision of evidence of completion of programs in the community including, but not limited to:

- **[add program name]; and**
- **[add program name].**

Please be advised that pursuant to s. 265(1)(m) of the Education Act you have a right to appeal this decision to exclude **[student's first name]** from attending school at **[school name]** Public School. Should you choose to appeal, please forward written notice of your appeal to:

**[Director of Education First and Last Name]**  
Director of Education  
Lakehead District School Board  
Jim McCuaig Centre  
2135 Sills Street  
Thunder Bay, ON P7E 2T2  
E: **[add email address of director of education]**

Sincerely,

**[Principal First and Last Name]**  
Principal, **[add Name of School]**

cc: OSR

cc: **[Superintendent First and Last Name]**, Superintendent of Education