

**Appendix A – Template – Exclusion Letter (on school letterhead)**

Insert Date

**DELIVERED BY MAIL**

Insert Name and Address of Recipient

Dear **Insert Recipient's Name**:

The *Education Act*, Section 265 (1)(m) authorizes a Principal to refuse to admit to the school a person whose presence in the school would, in the Principal's judgment, be detrimental to the physical or mental well-being of the pupils, subject to an appeal to the school board.

After careful consideration and examination of the information, in my judgment **[Name of Student]**'s presence is detrimental to the physical and/or mental well-being of the pupils of **[Name of School]**. I am formally notifying you that **[Name of Student]**'s presence at **[Name of School]** is no longer authorized at this time. If he/she enters or remains on **[Name of School]** property, contrary to this notice, he/she may be charged with trespassing under the *Trespass to Property Act*.

The reasons for this exclusion are:

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The conditions which must be in place in order for the student to return to school are:

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The school will contact you to arrange for educational programming during the exclusion.

The progress toward meeting the conditions for re-entry will be reviewed on **[Insert Date]**. Should you have any information which would affect the re-entry to the school, please notify the school as soon as possible. The review date may occur earlier based on the information provided.

In order to appeal this exclusion, you may write to the Superintendent of Learning – Safe Schools of the **PVNC Catholic District School Board**. An appeal of the decision to exclude a student must be in writing and the notice of appeal must include the specific reasons for the appeal, including why the person who was excluded believes that the exclusion should not have been imposed.

Yours truly,

**Insert Principal's Name**

cc: Family of Schools Superintendent  
Superintendent of Learning – Safe Schools