
NOTIFICATION OF SUSPENSION

[on school letterhead]

[Date of issue]

[Parent/Guardian]
[Address]

Dear [Parent/Guardian Name]:

Re: Suspension of [Student's Name], [Date of Birth] from Northern Lights Secondary School

Please be advised that [student's name] has been suspended from attending Northern Lights Secondary School and from engaging in all school-related activities from [effective date of suspension] to [last day of suspension] inclusive, i.e. [state the number] school days. This suspension applies to all school buildings, grounds, school buses, school functions, activities, and trips. [Student's name] may return to school on [date] at [time]. [Student's name] must report to the school office before returning to classes.

This suspension is made in accordance with the *Education Act*, Administrative Procedure 381 Student Suspension and the School's Code of Conduct.

The reason for this suspension is [use the infraction applicable as listed in Administrative Procedure 381]. Namely, my findings indicate that [student's name] [describe incident with particulars].

School work is available at the school office. Please make arrangements to have it picked up.

[If suspension is 6 school days or longer] In addition, [student's name] has been assigned to an Alternative Suspension Program, a program for suspended students. This Alternative Suspension Program will provide an opportunity for continued academic work and support for self-management to assist with the re-entry to school.

Please confirm [the student's] participation in an Alternative Suspension Program at your earliest opportunity by contacting the school. As soon as notice of [the student's] participation is received, a planning meeting will be scheduled.

Should you wish to discuss this matter, I shall be pleased to arrange a time for us to meet.

Should you wish to appeal this suspension, you must provide written notice of your intention to appeal to the director of education, [contact information], within ten (10) school days of the commencement of the suspension, i.e. before [insert date]. You may then contact the supervisory officer to discuss the appeal. Please be aware that an appeal does not stay the suspension.

A copy of Administrative Procedure 381 Student Suspension is enclosed.

Sincerely,
[signed by principal]
cc
Teacher(s) of student
Supervisory Officer
Ontario Student Record (OSR)

NOTICE OF SUSPENSION REVIEW
[on Board letterhead]

[Date of issue]

[Parent/Guardian]
[Address]

Dear [Parent/Guardian Name]:

**Re: Suspension of [Student's Name], [Date of Birth] from Northern Lights
Secondary School**

I have received your notice of intention to appeal [student's name] suspension from Northern Lights Secondary School, dated [insert date]. [Student's name] was suspended for [insert number] school days for [insert infraction applicable].

I will be conducting a review of the suspension. At the conclusion of my review, I will, in consultation with the principal, [name of principal], either confirm or modify the suspension or expunge the record of the suspension.

As part of the review process, I would like to speak with you. My office will be contacting you. Please also do not hesitate to contact me at [contact information].

Sincerely,

Director of Education

cc
Principal

SUSPENSION REVIEW DECISION
[on Board letterhead]

[Date of issue]

[Parent/Guardian]
[Address]

Dear [Parent/Guardian Name]:

Re: Review of Suspension of [Student's Name], [Date of Birth] from Northern Lights Secondary School

You appealed the decision to suspend [name of student] from Northern Lights Secondary School because of [state the infraction that resulted in the suspension]. I am writing to advise you that I have completed my review of this suspension. Upon concluding this review, I have decided to [state the decision to uphold the suspension, modify the suspension (with details about the modification) or expunge the record of the suspension].

My reasons for this decision are [provide brief reasons for the decision].

[If the decision is to uphold or modify the suspension]

If you wish to discuss the results of my review or continue with your appeal, please contact me at [insert contact information].

Please be advised that if you continue with the appeal process, the appeal will be heard by the Discipline Committee of James Bay Lowlands Secondary School Board, according to the *Education Act* and Board Policy No. GOV-21 Appeals and Hearings Regarding Student Discipline.

Sincerely

Director of Education

cc
Principal
Ontario Student Record (OSR)