
SUSPENSION PENDING INVESTIGATION FOR EXPULSION

[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. twenty (20) school days. This suspension applies to all school buildings, grounds, school buses, school functions, activities and trips.

This suspension is made in accordance with the *Education Act*, the Code of Conduct for Northern Lights Secondary School, and Administrative Procedure 382 Student Expulsion.

The reason for this suspension is [use the infraction specified in Administrative Procedure 382 Student Expulsion]. Namely, my findings indicate that [student's name] [describe incident with particulars].

Please be advised that I am continuing my investigation of this matter in order to determine whether to recommend to the Discipline Committee of James Bay Lowlands Secondary School Board that [student's name] be expelled. The investigation may include [describe the next steps.] You will be informed of the results of my investigation in writing.

The Board is committed to the education and future of its students. [Student's name] has been assigned to an alternative suspension program, a program for students on long-term suspension. An alternative suspension program provides students with the opportunity to continue academic work and receive support for self-management. Please find enclosed information about the alternative suspension program. Please contact the school at your earliest opportunity to confirm [the student's] participation in the program. As soon as notice of [the student's] participation is received, a planning meeting will be scheduled.

You do not have the right to appeal the suspension at this time. Should it be determined at the conclusion of the investigation that a recommendation for expulsion will not be made, you will be entitled to appeal the suspension to the Discipline Committee of the Board. Should it be determined that a recommendation for expulsion is warranted, then you may address the expulsion and suspension before the Discipline Committee at the expulsion hearing.

Sincerely,
[signed by principal]

Encl.

cc
Director of Education
Ontario Student Record (OSR)

DECISION NOT TO RECOMMEND EXPULSION

[on school letterhead]

[Date of issue]

[Parent/Guardian]

[Address]

Dear [Parent/Guardian Name]:

**Re: [Student's Name], [Date of Birth], Northern Lights Secondary School—
Expulsion Not Recommended**

I am writing to you to report the result of my investigation following [student's name] suspension. I have decided not to recommend to the Discipline Committee that [student's name] be expelled.

As part of my investigation, I have reviewed the suspension of [student's name], and I have determined that the suspension should be [upheld/ upheld but shortened to [insert number of] school days and the record amended accordingly/ withdrawn and the record expunged.]

[Unless the suspension is withdrawn] Should you wish to appeal the suspension, you must provide written notice of your intention to appeal the suspension to the supervisory officer, [name and contact information]. This notice must be received by the supervisory officer within five (5) school days of the receipt of this letter, i.e. before [insert date, calculated as follows: if this letter is sent by courier or mail, the date is ten (10) school days from the date of this letter; if sent by e-mail or fax, the date is six (6) school days from the date of this letter].

If you provide notice of your intention to appeal, you may contact the director of education to discuss the appeal. If the suspension has been reduced in length, the appeal is related to the reduced suspension. Please be aware that an appeal does not stay the suspension.

I enclose a copy of Board Policy No. GOV-21 Appeals and Hearings Regarding Student Discipline. This policy includes a description of the process for appealing a suspension to the Discipline Committee of the James Bay Lowlands Secondary School Board.

Sincerely,

[signed by principal]

Encl.

cc

Director of Education

Ontario Student Record (OSR)

NOTICE OF RECOMMENDATION FOR EXPULSION

[on school letterhead]

[Date of issue]

[Parent/Guardian]

[Address]

Dear [Parent/Guardian Name]:

Re: [Student's Name], [Date of Birth] Northern Lights Secondary School—Expulsion Recommended

I am writing to you following my investigation to determine whether to recommend an expulsion. As a result of my investigation, I have decided to recommend to the Discipline Committee of James Bay Lowlands Secondary School Board that [student's name] be expelled.

A copy of my Report to the Discipline Committee Recommending Expulsion is enclosed. You may respond to this report in writing to the Discipline Committee or to me. A copy of your written submission(s) should be provided to the supervisory officer, [insert name and contact information].

The hearing by the Discipline Committee to decide whether [student's name] should be expelled will be held on [date and time] at [location]. Enclosed please find copies of Administrative Procedure 382 Student Expulsion, and Board Policy No. GOV-21 Appeals and Hearings Regarding Student Discipline.

You will be provided with an opportunity to make a presentation to the Discipline Committee about whether [student's name] should be expelled from Northern Lights Secondary School. If no expulsion is imposed, you have the right to appeal the suspension if you wish.

The Discipline Committee will determine whether [student's name] should be expelled from Northern Lights Secondary School.

If [student's name] is expelled, the Discipline Committee will assign [student's name] to a program for expelled students.

Information about the program for expelled students is enclosed. The program for expelled students will provide [student's name] with an opportunity to pursue academic work and receive additional supports for behavioural issues.

Should the Discipline Committee decide not to expel [student's name], the Discipline Committee will review the suspension. The Discipline Committee may uphold the suspension, uphold but shorten the suspension and amend the record accordingly, or withdraw the suspension and expunge the record. The decision of the Discipline Committee with respect to the suspension is final and is not subject to appeal.

You may bring legal counsel to represent you before the Discipline Committee. If you intend to bring legal counsel, please provide the supervisory officer [name] with notice of this intention at your earliest opportunity.

Please note that the Discipline Committee will wait for thirty (30) minutes for your arrival on [Time, Day, Month, and Year]. Should you fail to attend in a timely manner, the Discipline Committee may proceed in your absence.

The director of education or designate [name and contact information] will contact you to review the hearing process and answer any questions that you might have.

Sincerely,

[signed by principal]

Encl.

cc
Director of Education
Ontario Student Record (OSR)

STUDENT RE-ENTRY CONTRACT
[on school letterhead]

[Date]

[Student Name]

I agree to follow these expectations on my return as a student to Northern Lights Secondary School.

1. I agree to follow the rules and expectations of the Northern Lights Secondary School Code of Conduct.
2. I agree to work hard, listen to my teachers and classmates, and be involved in what is going on in class.
3. I will make an effort every day to achieve the goals of my program.
4. I agree to be on time and prepared for class.
5. I agree to participate in the activities of the school.
6. [Insert if applicable] I agree to ask for help from the school staff when I feel [insert as appropriate, angry, upset, overwhelmed, worried, etc.]
7. [Insert if applicable] I agree to ask for support from the school staff to help me to solve problems in a non-violent, positive way.
8. [Insert if applicable] I agree to refrain from [insert specific behaviours, for example, using violence, using restricted substances, etc.]

Signature [name of student]

Date