



NOTIFICATION OF SUSPENSION

(on school letterhead) - (Created in, and printed/emailed from SIS)

[Date of issue]

[Parent/Guardian or Adult Student]
[Address]

Dear [Parent/Guardian or Adult Student Name]:

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

Please be advised that [student's name/you] [has/have] been suspended from attending [name of 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/You] may return to school on [date] at [time]. [Student's name/You] must report to the school office before returning to classes.

This suspension is made in accordance with the Education Act, Administrative Procedure, the "Safe Schools: Student Discipline, Bullying Prevention and Intervention Policy" and [name of school's] Code of conduct.

The reason for this suspension is [use the infraction applicable]. Namely, my findings indicate that [student's name/you] [describe incident with particulars].

School work is available upon request 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/you] [has/have] been assigned to a Program for Students on Long-Term Suspension. This 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/your] participation in the Program at your earliest opportunity by contacting the school. As soon as notice of [the student's/your] 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 appropriate Superintendent of Education, [contact information], within ten [10] school days of the commencement of the suspension. You may then contact the appropriate Superintendent of Education to discuss the appeal. Please be aware that an appeal does not stay the suspension.

A copy of the Board's "Safe Schools: Student Discipline, Bullying Prevention and Intervention Policy" is available on the Board's web page, at www.dsb1.ca, or on request by contacting the school.

Thank you for your support and assistance in dealing with this matter. It is important that we continue our efforts in order to help [student's name] experience a successful school year.

Sincerely,

[signed by Principal]

Cc: Superintendent of Education
Ontario Student Record [OSR]
Attendance Counsellor