

Student Suspension **# SMW.E.1.**

Adopted: March 21, 1977
Last Reviewed/Revised: January 11, 2021

Purpose

This policy and regulation outlines the requirements for investigation and recommendation for student suspension and the appeal process.

References

- *The Education Act*
- *Code of Conduct*
- *Safe Schools Code of Conduct Policy: SMW.E.4*
- *Bullying Prevention and Intervention Policy: SMW.E.5*
- *Policy on Progressive Discipline: SMW.E.6*
- *Police-School Board Protocol*
- *Statutory Powers Procedure Act*
- *Board's Safe Schools Policy and Suspension Appeal Guidelines*

Forms

- Form 1: Suspension Letter: 1-5 Days
- Form 2: Suspension Letter: 6-10 Days
- Form 3: Suspension Letter: 11-20 Days
- Form 4: Suspension Appeal
- Form 5: Suspension Appeal Decision

Appendices

- N/A
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Policy Statement

The Wellington Catholic District School Board, in compliance with the *Education Act*, requires a principal to suspend a student, if he or she believes that the student has engaged in certain conduct as set out in *section 306 of the Education Act*. The principal may suspend a student if he or she believes that the student has engaged in other activities as outlined in the *Code of Conduct*.

In effecting the suspension, the principal will ensure that the student was at school, at a school-related activity, or other circumstances where engaging in the activity will have an impact on the school climate at the time of the infraction. The school climate may be defined as the learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included and accepted and actively promote positive behaviours and interactions.

Section 265 of the Education Act provides that it is the duty of the principal to maintain order and discipline in the school. It is also the duty of the principal to give assiduous attention to the health and comfort of the students under his or her care.

The Board recognizes and affirms that the principal is in charge of the organization and management of the school and may take specific disciplinary action as authorized in the *Education Act*, its regulations and respective Board policy and procedure.

The parent or legal guardian of a minor student, or the student where he or she is eighteen years of age or older or is sixteen or seventeen and has withdrawn from parental control, may appeal a principal's decision to suspend a student, in accordance with the provisions of the *Education Act*. The Board is committed to applying the principles of progressive discipline

and promoting positive student behaviour. Progressive discipline is a whole-school approach which utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviours.

This policy will work in concert with the *Safe Schools Code of Conduct Policy SMW.E.4*, the *Bullying Prevention and Intervention Policy SMW.E.5*, and the *Policy on Progressive Discipline SMW.E.6* to ensure a positive Catholic learning environment for all students.

Policy Regulation

1. Suspension – General

- 1.1. A principal may suspend a student in accordance with the *Education Act* and the *Board's Code of Conduct and Board policy*.
- 1.2. A suspension will result in the withdrawal of the student from a specific school and from engaging in school-related activities for a minimum duration of one (1) school day to a maximum duration of twenty (20) school days.
- 1.3. A one-day suspension will be in effect on the first school day following the infraction.
- 1.4. Notwithstanding the above, a student is not considered to be engaging in school related activities if the student is using the services of, or taking a course or program designed to assist suspended students.
- 1.5. A suspended student under the age of sixteen shall not be sent home until regular dismissal time unless alternate arrangements have been made with the parent or guardian.
- 1.6. The Principal shall notify the police in accordance with the applicable *Police-School Board Protocol*.

1.7 In accordance with the Education Act a student in junior kindergarten, kindergarten, or grade 1, 2, or 3 shall not be suspended under section 306 (1).

2. Suspension

2.1. Under *subsection 306 (1) of the Education Act*, a Principal shall consider whether to suspend a grade 4-12 student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs.
- Being under the influence of alcohol.
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school.
- Bullying.
- Any other activity that is an activity for which a Principal may suspend a student under Board policy.

2.2. Under Board policy, a Principal may suspend a grade 4-12 student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Persistent truancy (only non-compulsory school age students);
- Persistent opposition to authority;
- Habitual neglect of duty;
- Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;

- Use of tobacco;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual harassment;
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media; and/or
- Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

2.3. A Principal may suspend a grade 4-12 student for 1 to 5 days. The Principal is required to consult with the appropriate Superintendent of Education – Safe Schools if the suspension is greater than 5 days.

2.4. In considering whether to suspend a grade 4-12 student for engaging in an activity described in *subsection (1)*, and when considering how long the suspension should be, a Principal will take into account any mitigating and/or other factors prescribed by the *Education Act* regulations.

2.5. A Principal may not suspend a grade 4-12 student more than once for the same occurrence.

3. Mitigating Factors

3.1. Prior to imposing a suspension, the principal imposing the suspension will consider the following mitigating factors:

- The student does not have the ability to control his or her behaviour.
- The student does not have the ability to understand the foreseeable consequences of his or her behaviour.

- The student's continuing presence in the school does not create an unacceptable risk to the safety of any person.

3.2. The Principal shall also consider the following other factors:

- The student's history.
- Whether a progressive discipline approach has been used with the student.
- Whether the activity for which the student may be or is being suspended or expelled was related to any harassment of the student because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
- How the suspension or expulsion would affect the student's ongoing education.
- The age of the student.
- In the case of a student for whom an individual education plan has been developed,
 - Whether the behaviour was a manifestation of a disability identified in the student's Individual Education Plan,
 - Whether appropriate individualized accommodation has been provided, and
 - Whether the suspension or expulsion is likely to result in an aggravation or worsening of the student's behaviour or conduct.

4. Reporting to the Principal

4.1. An employee of the Board who becomes aware that a student of a school of the board may have engaged in an activity described above shall report to the Principal about the matter, as soon as reasonably possible.

4.2. The Principal has a duty to investigate any matter reported (see Sections E and L).

4.3. After investigating, the Principal will communicate the results of the investigation to:

- If the matter was reported by a teacher, that teacher; or

- If the matter was reported by an employee who is not a teacher, that employee unless, in the principal's opinion, it would not be appropriate to do so.

4.4. In doing so, the Principal will not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.

5. Notification of a Suspension to Parent or Guardian

5.1. Pursuant to the *Education Act*, if a Principal believes that a student has been harmed as a result of an activity described above, the principal shall, as soon as reasonably possible, notify:

- The parent or guardian of the student who the principal believes has been harmed;
- The parent or guardian of any student of the school who the principal believes has engaged in the activity that resulted in the harm.

5.2. A Principal may not notify a parent or guardian of a student who is 18 years or older, or who is 16 or 17 years old and has withdrawn from parental control, without the student's consent.

5.3. A Principal may not notify a parent or guardian of a student if, in the opinion of the Principal, doing so would put the student at risk of harm from a parent or guardian of the student, such that the notification is not in the student's best interests. If the Principal decides not to notify a parent or guardian, he or she must document the rationale for this decision and notify both the teacher who reported the incident and the appropriate supervisory officer of this decision.

5.4. When notifying a parent or guardian of a student who has been harmed, the Principal shall disclose:

- The nature of the activity that resulted in harm to the student;
- The nature of the harm to the student;

- The steps taken to protect the student’s safety, including the nature of any disciplinary measures taken in response to the activity; and
 - The supports that will be provided for the student in response to the harm that resulted from the activity.
- 5.5. The Principal shall not disclose the name of or any other identifying or personal information about a student who engaged in the activity that resulted in the harm, except in so far as is necessary to comply with his or her obligation to disclose the required information.
- 5.6. When notifying a parent or guardian of a student who has engaged in the activity that resulted in harm, the Principal shall disclose:
- The nature of the activity that resulted in harm to the other student;
 - The nature of the harm to the other student;
 - The nature of any disciplinary measures taken in response to the activity; and
 - The supports that will be provided for the student in response to his or her engagement in the activity.
- 5.7. The Principal shall not disclose the name of or any other identifying or personal information about a student who has been harmed as a result of the activity, except in so far as is necessary to comply with his or her obligation to disclose the required information.
- 5.8. The Principal shall invite the parent or guardian to have a discussion with the Principal about the supports that will be provided for his or her child.

6. Notice of Suspension

- 6.1. A Principal who suspends a student shall inform the student’s teacher of the suspension, and make all reasonable efforts to inform the student’s parent or guardian of the suspension within 24 hours of the suspension being imposed, unless the student is at least 18 years old or the student is 16 or 17 years old and has withdrawn from parental control.

6.2. Written notice shall be given promptly to the student and to the student's parent or guardian, unless the student is at least 18 years old or the student is 16 or 17 years old and has withdrawn from parental control.

6.3. The notice shall include the following:

- The reason for the suspension.
- The duration of the suspension.
- Information about any program for suspended students to which the student is assigned.
- Information about the right to appeal the suspension under *section 309 of the Education Act*, including,
 - A copy of the Board policies and guidelines governing the appeal established by the Board under *subsection 302 (6)*, and
 - The name and contact information of the appropriate Superintendent of Education to whom notice of the appeal must be given under *subsection 309 (2)*.

6.4. Notice shall be considered to have been received by the person in accordance with the following rules:

- If the notice is sent by mail or another method in which an original document is sent, the notice shall be considered to have been received by the person to whom it was sent on the fifth school day after the day on which it was sent.
- If the notice is sent by fax or another method of electronic transmission, the notice shall be considered to have been received by the person to whom it was sent on the first school day after the day on which it was sent.

6.5. A notice of suspension is given to the student at school, mailed to the parent and placed in the Ontario Student Record.

6.6. Notification of a suspension will be completed in accordance with established forms.

7. Suspension Appeal

- 7.1. Under *section 309 of the Education Act*, provisions are made for the parent/guardian/adult student (18 years old, or 16 or 17 years old and withdrawn from parental control) to appeal the decision to suspend a student.
- 7.2. A person who is entitled to appeal a suspension must give written notice of his or her intention to appeal to the Superintendent of Education – Safe Schools, within 10 school days of the commencement of the suspension. The Superintendent of Education – Safe Schools will schedule appeal hearings.
- 7.3. After receiving a notice of intention to appeal, the Superintendent of Education – Safe Schools will promptly contact every person entitled to appeal the suspension and inform them that the Board has received the notice of intention to appeal.
- 7.4. A person who has been given notice of intention to appeal as set out above may contact the Superintendent of Education – Safe Schools to discuss any matter respecting the appeal of the suspension. The Superintendent of Education – Safe Schools may:
- Review the incident with the Principal and discuss with the Principal the possibility of modifying the duration of the suspension.
 - Discuss with the Principal prior progressive discipline interventions used.
 - Consider the steps taken in conducting the investigation including the discussions with the parent/guardian/adult student.
 - Examine any pertinent documentation and/or other physical evidence.
 - Review any witness statements and/or interview witnesses.
 - Provide the parent/guardian/adult student with an opportunity to respond to all allegations and supporting facts.
 - Determine if mitigating factors and/or other factors exist in the case of a suspension.
- 7.5. The Superintendent of Education – Safe Schools will respond verbally or by letter to the parent about the outcome of their review.

7.6. The parties to an appeal are:

- The Principal who suspended the student;
- The adult student (at least 18 years old, or 16 or 17 years old and withdrawn from parental control);
- The student's parent or guardian, if the student's parent or guardian appealed the decision to suspend the student;
- The person who appealed the decision to suspend the student, if the decision was appealed by a person other than the student or the student's parent or guardian;
- The appropriate Supervisory Officer;
- The Superintendent of Education – Safe Schools;
- Active or retired staff of the Board who have relevant knowledge of the student's conduct leading to suspension; and
- Other persons called by the parent or staff, including law enforcement, who have relevant knowledge of the student's conduct leading to suspension.

7.7. The Board will hear and determine the appeal within 15 school days of receiving notice of suspension, unless the parties agree on a later deadline, and will not refuse to deal with the appeal on the ground that there is a deficiency in the notice of appeal.

7.8. An appeal of the decision to suspend a student will be in writing, and the notice of appeal will include the specific reasons for the appeal, including why the party believes that the suspension should not have been imposed, or why the length of the suspension should be altered.

7.9. Notice shall be considered to have been received by the person in accordance with the following rules:

- If the notice is sent by mail or another method in which an original document is sent, the notice shall be considered to have been received by the person to whom it was sent on the fifth school day after the day on which it was sent.
- If the notice is sent by fax or another method of electronic transmission, the notice shall be considered to have been received

by the person to whom it was sent on the first school day after the day on which it was sent.

- 7.10. Written notification of the appeal of the decision to suspend a student shall be delivered to the Superintendent of Education – Safe Schools within 10 school days of the commencement of the suspension. This notification must be delivered in one of the following ways: hand delivery, courier, facsimile transmission or any other way agreed upon by the parties.
- 7.11. The Superintendent of Education – Safe Schools will send a return letter which acknowledges receipt of the notice of appeal with a copy of this letter to the appropriate Supervisory Officer and the Principal.
- 7.12. The Superintendent of Education – Safe Schools will forward a copy of the appeal notice to the appropriate Supervisory Officer and the Principal.
- 7.13. Appeal hearings are conducted in accordance with the *Education Act*, *Statutory Powers Procedure Act*, and Board policies and procedures.

8. Programs for Suspended Students

- 8.1. For all short-term suspensions (one to five school days), schools will provide homework packages to students. The academic component will follow the curriculum outlined in the Ontario curriculum policy documents, or the student’s Individual Education Plan (“IEP”).
- 8.2. The Board will offer at least one program for students who are on a long-term suspension (six to 20 school days). In the written notice of suspension, parents will be notified of the Board program to which the student on long-term suspension has been assigned.
- 8.3. A Student Action Plan (“SAP”) will be developed for every student on a long-term suspension who makes a commitment to attend the Board program for suspended students. The student and/or his or her parent(s) must notify the Principal verbally or in writing that the

student is committed to attending the program. The SAP will include an academic component as well as a non-academic component.

- 8.4. The Board will determine the content and balance of the program for each student for both the academic and non-academic components of the program. The content and balance of the program for a student will depend on the needs of the student, the length of the suspension, and the nature and severity of the behaviour that led to the suspension, including any mitigating or other factors.
- 8.5. The Board will consider what types of support, if any, the student may require during the suspension and upon his or her return to school. The Board will also consider continuing any supports that may have been in place for the student prior to the suspension. In the case of students with special education needs, the Board will provide appropriate support consistent with the student's IEP.
- 8.6. The Board will make appropriate support available and/or facilitate a student's referral to community agencies. To meet the alternative programming requirements of a student with special education needs, the Board will refer to the student's IEP. Students may require a range of services and types of support that may include access to culturally appropriate support.
- 8.7. With respect to the academic component, the Board will provide students with the opportunity to continue or complete programs of study, including assignments, homework, and any other work evaluated in their regular classes. Every effort will be made to maintain the student's regular academic course work throughout the suspension period. The academic component may include, but is not limited to, the provision of Religious & Family Life Education, distance learning, eLearning, remedial help in literacy and numeracy, individual instruction and/or opportunities within the Board. Elementary school students will be supported in continuing to acquire the necessary knowledge and skills outlined in the Ontario curriculum policy documents for elementary schools and the Religious & Family Life Education programs. Secondary school students will be supported in continuing to earn credits towards their Ontario Secondary School Diploma.

- 8.8. With respect to the non-academic component, for those students on a suspension of six to ten school days, the Board will consider what types of support, if any, the student may require during the suspension and upon his or her return to school, to assist the student in the development of positive attitudes and behaviours.
- 8.9. The delivery of the Board program may take many forms, ranging from homework packages to attendance in a designated location, at the discretion of the Board.
- 8.10. The Principal will hold a planning meeting once the student and/or his or her parent(s) have indicated that the student is committed to attending the program. The meeting should be a collaborative process and must include school and Board staff and the student. Where possible, the student's parent(s) or other significant family member(s), as well as the student's teacher(s) should also be present at the meeting. Principals should make reasonable efforts to include parents in this meeting. If the parents cannot be present, the planning meeting should proceed nevertheless, and the Principal will attempt to follow up with the parent(s) of the student as soon as possible after the meeting. In addition, where appropriate, community agency staff and any other relevant persons or professionals should also be included in the planning meeting.
- 8.11. The purpose of the planning meeting is to:
- Identify the needs of the student;
 - Identify the student's risk factors and protective factors;
 - Clearly identify any types of support that the student may need to continue his or her learning; and
 - Establish the objectives of the SAP.
- 8.12. The Principal will refer the parent/guardian or adult student to the Board's safe schools program for information about educational programs a student will be able to attend while under long-term suspension. The Principal and the District Alternative Learning Coordinator will work with the student and his or her family to find ways to help the student continue his or her education.

- 8.13. A student on a long-term suspension may be asked to go to the Board's safe schools program. The Program is available on a voluntary basis. It is intended to meet the academic and social needs of students who are on long-term suspension. The program has a strong focus on personal and social skill development. The program is provided at a standard equal to the Ontario curriculum. Staff includes teachers working with youth/social workers and support personnel from the Board.
- 8.14. The Principal will hold a re-entry meeting with school and Board staff, the student, and, where possible, the student's parent(s) before the student returns to school. The purpose of this meeting is to facilitate the student's transition back to school by, for example, identifying and providing for any additional academic and non-academic support that the student may require upon returning to school. Where appropriate, community agency staff and any other significant persons or professionals may be involved in the re-entry planning.

Suspension Letter: 1-5 Days

[School Letter Head] (Insert School Name)
(Insert School Address, Street, City, Postal Code) Tel:

Date: (month, day, year)
(Name of Parent/Guardian/Adult Student)
(Name of Student)
(Address)
(City and Province)
(Postal Code)

Dear **(Name of Parent/Guardian/Adult Student)** and **(Name of Student)**,

Student's First and Last Name
Date of Birth: month, day, year

This letter will serve to notify you that **(Student's First and Last Name)** has been suspended from **(Name of School)** for **(indicate reason under the *Education Act*)** for a period of **(indicate number)** school days pursuant to *section 306 of the Education Act*. This suspension will remain in effect from **(First Day of Suspension)** to **(Last Day of Suspension)** inclusive. **(Student's First Name)** is expected to return to school on **(Date)**.

This suspension action is the result of the following conduct: **(Insert a brief factual account of the student's behaviour)**.

A homework package will be provided to ensure that curriculum and course requirements are maintained.

During the term of the suspension (**Student's First Name**) is not permitted to participate in any school or board sponsored activities or be on school property without my permission.

If you have any questions regarding this action, please contact me.

In addition, you may contact the Superintendent of Education – Safe Schools to discuss any matter with respect to this suspension or the appeal process. The contact information for Superintendent of Education – Safe Schools is 75 Woolwich Street, Guelph, Ontario N1H 6N6, (519) 821-4600.

Should you wish to appeal this suspension under section 309 of the *Education Act*, you are required to submit a written notice of your intention to appeal to the Superintendent of Education – Safe Schools, Wellington Catholic District School Board, 75 Woolwich Street, Guelph, Ontario N1H 6N6 within 10 school days of the commencement of the suspension.

A copy of the *Board's Safe Schools Policy and Suspension Appeal Guidelines* is available at the school for your information.

Please be advised that an appeal of the suspension does not delay this suspension. The student serves the suspension.

Sincerely,

[Signature of Principal]

Principal

Copies: Teacher(s) of Student
Superintendent of Education – Safe Schools
Ontario Student Record.

Suspension Letter: 6-10 Days

[School Letter Head] (Insert School Name)
**(Insert School Address, Street, City, Postal
Code) Tel:**

Date: (month, day, year)
(Name of Parent/Guardian/Adult Student)
(Name of Student)
(Address)
(City and Province)
(Postal Code)

Dear **(Name of Parent/Guardian/Adult Student)** and **(Name of Student)**,

Student's First and Last Name
Date of Birth: month, day, year

This letter will serve to notify you that **(Student's First and Last Name)** has been suspended from **(Name of School)** for **(indicate reason under the *Education Act*)** for a period of **(indicate number)** school days pursuant to *section 306 of the Education Act*. This suspension will remain in effect from **(First Day of Suspension)** to **(Last Day of Suspension)** inclusive. **(Student's First Name)** is expected to return to school on **(Date)**.

This suspension is the result of the following conduct: **(Insert a brief factual account of the student's behaviour)**

A homework package will be provided to ensure that curriculum and course requirements are maintained. In addition, **(Student's First Name)** is encouraged to participate in our District's Safe Schools Program. I will contact you regarding placement in such a program.

If **(Student's First Name)** makes a commitment to attend our District's Safe Schools Program, a Student Action Plan will be developed. The Student Action Plan will include an academic component to support the student. The District will consider the types of support, if any; **(Student's First Name)** will require during the suspension and upon his (her) return to school.

During the term of the suspension, with the exception of attendance at the Safe Schools Program, **(Student's First Name)** is not permitted to participate in any school or board sponsored activities or be on school property without my permission.

If you have any questions regarding this action, please contact me.

In addition, you may contact the Superintendent of Education – Safe Schools to discuss any matter with respect to this suspension or the appeal process. The contact information for Superintendent of Education – Safe Schools is 75 Woolwich Street, Guelph, Ontario N1H 6N6, (519) 821-4600.

Should you wish to appeal this suspension under section 309 of the Education Act, you are required to submit a written notice of your intention to appeal to the Superintendent of Education – Safe Schools, Wellington Catholic District School Board, 75 Woolwich Street, Guelph, Ontario N1H 6N6 within 10 school days of the commencement of the suspension.

A copy of the Board's Safe Schools Policy and Suspension Appeal Guidelines is available at the school for your information.

Please be advised that an appeal of the suspension does not delay this suspension. The student serves the suspension.

Sincerely,

[Name of Principal]

Principal

Copies: Teacher(s) of Student
Superintendent of Education – Safe Schools
Ontario Student Record.

Suspension Letter: 11-20 Days

[School Letter Head] **(Insert School Name)**
(Insert School Address, Street, City, Postal Code) Tel:

Date: (month, day, year)
(Name of Parent/Guardian/Adult Student)
(Name of Student)
(Address)
(City and Province)
(Postal Code)

Dear **(Name of Parent/Guardian/Adult Student)** and **(Name of Student)**,

Student's First and Last Name
Date of Birth: month, day, year

This letter will serve to notify you that **(Student's First and Last Name)** has been suspended from **(Name of School)** for **(indicate reason under the *Education Act*)** for a period of **(indicate number)** school days pursuant to *section 306 of the Education Act*. This suspension will remain in effect from **(First Day of Suspension)** to **(Last Day of Suspension)** inclusive. **(Student's First Name)** is expected to return to school on **(Date)**

This suspension is the result of the following conduct: **(Insert a brief factual account of the student's behaviour)**

A homework package will be provided to ensure that curriculum and course requirements are maintained. In addition, **(Student's First Name)** is encouraged to participate in the District's Safe Schools Program. I will contact you regarding placement in such a program.

If **(Student's First Name)** makes a commitment to attend the District's Safe Schools Program, a Student Action Plan will be developed. The Student Action Plan will include an academic and non-academic component. The purpose of the academic component is to ensure that all students have the opportunity to continue their education. The purpose of the non-academic component is to assist students in developing positive attitudes and behaviour.

During the term of the suspension, with the exception of attendance at the Safe Schools Program, **(Student's First Name)** is not permitted to participate in any school or board sponsored activities or be on school property without my permission.

If you have any questions about this action, please contact me.

In addition, you may contact the Superintendent of Education – Safe Schools to discuss any matter with respect to this suspension or the appeal process. The contact information for Superintendent of Education – Safe Schools is 75 Woolwich Street, Guelph, Ontario N1H 6N6, (519) 821-4600.

Should you wish to appeal this suspension under section 309 of the Education Act, you are required to submit a written notice of your intention to appeal to the Superintendent of Education – Safe Schools, Wellington Catholic District School Board, 75 Woolwich Street, Guelph, Ontario N1H 6N6 within 10 school days of the commencement of the suspension.

A copy of the *Board's Safe Schools Policy and Suspension Appeal Guidelines* is available at the school for your information.

Please be advised that an appeal of the suspension does not delay this suspension. The student serves the suspension.

Sincerely,

[Name of Principal]

Principal

Copies: Teacher(s) of Student
Superintendent of Education – Safe Schools
Ontario Student Record.

Notice of Suspension Appeal

[School Letter Head] (Insert School Name)
(Insert School Address, Street, City, Postal Code) Tel:

Date: (month, day, year)
(Name of Parent/Guardian/Adult Student)
(Name of Student)
(Address)
(City and Province)
(Postal Code)

Dear **(Name of Parent/Guardian/Adult Student)** and **(Name of Student)**,

Student's First and Last Name
Date of Birth: month, day, year

You have appealed the decision of Principal **[Name]** to suspend **[you/student's name]** from **[Name of School]**.

The Appeal will be heard by the Discipline Committee of the Board of Trustees at **[insert time and date]** at **[insert location]**.

You will find enclosed a copy of the Information Package that will be relied on by the administration for the Board and will be provided to the Discipline Committee. The Information Package includes a copy of the suspension letter, your letter requesting the appeal, and the Principal's Report of the Incident. Also enclosed please find a copy of the *Board's Suspension Appeal Guidelines*.

Please advise me at your earliest opportunity if you intend to bring legal representation to the appeal.

Please be advised that if you fail to attend on time, the Discipline Committee will wait for 30 minutes and may then proceed to decide the matter in your absence.

Should you have any questions about the appeal process, please contact me **[contact information]**.

Sincerely,

[Signature]

Superintendent of Education – Safe Schools

Copies: Superintendent of Education
Principal
Ontario Student Record

Suspension Appeal Decision

[School Letter Head] (Insert School Name) _____
**(Insert School Address, Street, City, Postal
Code) Tel:**

Date: (month, day, year)
(Name of Parent/Guardian/Adult Student)
(Name of Student)
(Address)
(City and Province)
(Postal Code)

Dear **(Name of Parent/Guardian/Adult Student)** and **(Name of Student)**,

Student's First and Last Name
Date of Birth: month, day, year

Attached, please find a copy of the Decision of the Discipline Committee regarding your suspension appeal, dated **[insert date]**.

The decision of the Discipline Committee is final and is not subject to further appeal.

Should you have any questions, please contact me at **[insert contact information]**.

Sincerely,

[Signature]
Superintendent of Education – Safe Schools Encl.

Copies: Superintendent of Education
Principal
Ontario Student Record