
Appendix E : LETTER OF SUSPENSION TEMPLATE

[Add School Logo/Letterhead]

DATE: _____

Re: _____ (Student's Full Name)

Dear: _____ (Parent/Guardian's Name)

I am writing to advise you that _____
has been suspended from school effective _____ AM/PM, _____ (Date).
S/he is permitted to return to school on _____,
for a total suspension of _____ days. If a scheduled school day is cancelled (e.g. due to bad weather),
the suspension automatically extends to the next school day.

While suspended, students are not permitted to participate in school activities or school-sponsored events. Furthermore, a suspended student is not permitted to be on any school property unless prior permission is given by the principal or vice-principal.

The decision to suspend _____ from school has been taken in accordance with **Section 36 of the Schools Act, 1997** and our *Safe and Caring Schools* policy.

The suspension is because s/he:

_____ engaged in conduct that presented a threat to the safety of others and/or him/herself.

_____ engaged in conduct that seriously disrupted the teaching and learning process in our school.

_____ deliberately damaged school property or the property of others during school hours or during a school-sponsored event.

_____ refuses to abide by district and/or school policies.

DETAILS OF EVENT LEADING TO SUSPENSION

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Class materials and homework that are required will be available while the suspension is being served. Students who have been suspended will be given the opportunity to take any examinations or to complete course work missed during the suspension period.

The suspension of a student is something that we take very seriously and we hope to work with you and your son/daughter to ensure a successful return to school. A meeting is required to discuss this matter further.

- Please contact the school to arrange a meeting time.
- As discussed by phone, a meeting time has been arranged for:

Please be advised that further behaviour which violates school policy, disrupts the school setting or presents a threat to property or to the health and safety of others may result in further suspensions.

Should you wish to discuss this matter further, please contact me at (709) _____

You have the right to appeal this decision under Section 22 of the *Schools Act, 1997*.

If you wish to appeal the suspension, you may do so by writing to the Assistant Director, Programs and stating the student's name, the decision to be appealed and the reason you wish to appeal.

The appeal must be commenced within 15 days from the date of this letter.

SEND APPEAL LETTERS TO:

Assistant Director, Programs
Newfoundland & Labrador English School District - Central
203 Elizabeth Drive
Gander, NL A1V 1H6

Sincerely,

PRINCIPAL

cc. Mr. Bronson Collins, Assistant Director, Programs
cc. Ms. Linda Webster, Senior Education Officer, Student Support Services
cc. Ms. Kim Downer, Administrative Assistant, Programs