



Durham District School Board
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Parent/Student/Guardian Name & Address

Re: Student Name

D.O.B.: _____

This is to inform you that (Student Name) is suspended from (Name of School) and from engaging in all school related activities from (Date) to (Date) for conduct contrary to the School's Code of Conduct:

Reason Explanation generated from PowerSchool

PROGRAM:

It is the responsibility of the student, or the parent or guardian where the student is a minor, to request alternate arrangements for missed tests, examinations or assignment deadlines, prior to the student's return to school. If extension of the suspension or an expulsion is being considered, you will be notified before the suspension expires.

The student who is suspended and who is not a minor, or the parent/guardian if the student is a minor, may request a review of this suspension. This request must be made in writing to the Principal, or Superintendent of Education/Area within two (2) school days from the date below. In the interim, a meeting has been scheduled on (Date & Time) in the office prior to (Student Name) return to class. If the scheduled appointment time is not convenient, please contact the school at (Phone Number) to make other arrangements. UNTIL THE SUSPENSION ENDS, (STUDENT NAME) IS NOT TO BE ON SCHOOL PROPERTY.

If the suspension is 6 days or 10 days in duration, the student will be offered an academic program.

If the suspension is 11 days to 20 days in duration, the student will be offered a program with academic and non-academic components which I would strongly recommend the student attend.

The Student and Parent/Guardian must agree verbally or in writing to participate in the program.

You will be contacted to attend a planning meeting to help create a Student Action Plan.

Principal

Student Notified: _____

Parent/Guardian notified (if student is a minor): _____

How was notice given? Telephone: _____ Letter: _____ In Person: _____

General Information

About Suspension and the Review/Appeal Process

The Education Act as amended by the Education Amendment Act (Progressive Discipline and School Safety), 2007 more effectively combined discipline with opportunities for students to continue their education and includes provisions enabling principals, to suspend students for conduct contrary to law or policy. Some conduct requires a suspension. Some conduct may lead to a suspension in circumstances where the principal determines that the conduct is contrary to law or to the School Code of Conduct. The Act should be consulted for details relating to the type, extent, scope and particulars to be considered in imposing a student suspension. In brief, a suspension may range from a one day suspension up to twenty days. The Principal, has the authority under the Education Act to impose or extend a suspension up to a maximum of twenty days.

(Note: A student may also be expelled for conduct meeting the essential characteristics of the infractions taking place after regular school hours and/or off school property where the Principal believes the activity has an impact on the school climate.)

The Education Act enables a board to establish a review and appeal procedure. That procedure is available from the school Principal or from the Board.

IF YOU REQUIRE A COPY OF THE DURHAM DISTRICT SCHOOL BOARD'S POLICY AND REGULATION #5500 – CODE OF CONDUCT, PLEASE CONTACT THE PRINCIPAL OF THE SCHOOL OR THE FAMILY OF SCHOOLS SUPERINTENDENT.

DURHAM DISTRICT SCHOOL BOARD SUSPENSION REVIEW/APEAL PROCEDURE Education Act

9.9.0 Appeal of the Suspension if Not Proceeding to Expulsion:

The following persons may appeal a decision to confirm or reduce the duration of a suspension to the Board, through the Director of Education or Family of Schools Superintendent, a Principal's decision under 9.8.5:

1. the pupil's parent or guardian, unless,
 - i. the pupil is at least 18 years old, or
 - ii. the pupil is 16 or 17 years old and has withdrawn from parental control;
2. the pupil, if,
 - i. the pupil is at least 18 years old, or
 - ii. the pupil is 16 or 17 years old and has withdrawn from parental control.
3. such other persons as may be specified by Board policy.

9.9.1 A person who is entitled to appeal a suspension under 9.9.0 must give written notice of their intention to appeal to the Director of Education or Family of Schools Superintendent within 5 school days of receipt of the written notice under 9.8.5.

9.9.2 After receiving a notice of intention to appeal under 9.9.1, the Board shall promptly contact every person entitled to appeal the suspension under 9.91 and inform them that it has received the notice of intention to appeal.

9.9.3 A person who has given notice of intention to appeal under 9.9.1 may contact the Director of Education or Family of Schools Superintendent to discuss any matter respecting the appeal of the suspension and, for the purposes of this section, the Director of Education or Family of Schools Superintendent has the powers and duties set out in board policy.

Overview of Suspension Review & Appeal Procedure (see Durham District School Board Regulation 5500 – Code of Conduct and Discipline for Students)

9.10.0 Hearing of Appeal

The Board shall hear and determine the appeal within 15 school days of receiving notice under 9.9.1, unless the parties agree on a later deadline, and shall not refuse to deal with the appeal on the ground that there is a deficiency in the notice of appeal.