

(Logo/Letterhead)

DATE

NAME AND ADDRESS OF PARENT/GUARDIAN

Dear (PARENT/GUARDIAN):

RE: Suspension of (NAME OF STUDENT) from (NAME OF SCHOOL)

I am writing to advise you that (STUDENT) has been suspended from school. The decision to suspend has been taken in accordance with **Section 36 of the Schools Act, 1997**. 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 damaged the property of others during school hours or during a school-sponsored event.
- Is suspected of being involved in criminal activity and/or being under the influence or in possession of illegal drugs and/or alcohol;
- Refuses to abide by the school code of conduct and/or other school/district policies.

DETAILS OF CIRCUMSTANCES LEADING TO SUSPENSION

This will be an out-of-school suspension for _____ days. S/he is permitted to return to school on *(DATE)*. If a scheduled school day is cancelled (e.g. due to bad weather), the suspension automatically extends to the next school day. During this time s/he may not attend school, come on school grounds or participate in school activities at any school within the Newfoundland and Labrador English School District.

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 to ensure a successful return to school for *(STUDENT)*.

A meeting is required.

Please attend the school on *(DATE)* and *(TIME)* or contact the school to arrange an alternate meeting time.

A meeting is not required at this time.

Please be advised that, pending the results of our investigation, this suspension may be further extended.

If you have any questions regarding this suspension or the NLESD Student Suspensions Policy, please contact us. You also have the right to appeal this decision under Section 22 of the *Schools Act, 1997*. Both the NLESD Student Suspensions Policy and the NLESD Student Appeals Policy are available at: <https://www.nlesd.ca/about/policies.jsp>.

Sincerely,

SCHOOL ADMINISTRATOR

c.c. Family of Schools Senior Education Officer