

Form GOV-21-01 Notice of Suspension Appeal

[on Board letterhead]

NOTICE OF SUSPENSION APPEAL

[Date of issue]

[Parent/Guardian]
[Address]

Dear [Parent/Guardian]:

Re: Appeal of Suspension of [Student's Name], [Date of Birth] from Northern Lights Secondary School

You have appealed the decision of principal [name] to suspend [student's name] from Northern Lights Secondary School.

The appeal will be heard by the Discipline Committee of James Bay Lowlands Secondary School Board 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 at the hearing and will be provided to the Discipline Committee. The information package includes a copy of the notification of suspension, your letter requesting the appeal, the principal's report of the incident that resulted in the suspension, and correspondence with respect to the suspension review. Also enclosed please find a copy of [or excerpts from] Board Policy No. GOV-21 Appeals and Hearings Regarding Student Discipline.

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 thirty (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,

Supervisory Officer

Enclosure

c.c. Principal
Ontario Student Record (OSR)

[on board letterhead]

BOARD SUSPENSION APPEAL DECISION

[Date of issue]

[Parent/Guardian]

[Address]

Dear [Parent/Guardian]:

Re: **Decision of Discipline Committee
James Bay Lowlands Secondary School Board
Suspension Appeal of [Student's Name], [Date of Birth]
Northern Lights Secondary School**

Attached please find a copy of the decision of the Discipline Committee of James Bay Lowlands Secondary School Board 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,

Supervisory Officer

Enclosure

c.c. Principal
Ontario Student Record (OSR)

[on board letterhead]

**Suspension Appeal Decision of the Discipline Committee of
James Bay Lowlands Secondary School Board**

Suspension Appeal Decision

IN THE MATTER OF SECTION 309
of the *Education Act*
-and-

IN THE MATTER OF an appeal by
[Name of Parent] of the suspension
of [student's name], a student of Northern Lights Secondary School.

DECISION

UPON being satisfied that the Discipline Committee has jurisdiction to conduct the appeal pursuant to section 309 of the *Education Act*;

AND UPON being satisfied that the proper parties to the appeal are [name of parent/guardian] and [principal's name], as principal of Northern Lights Secondary School;

AND UPON being satisfied that the parties received reasonable notice of the appeal;

AND UPON having provided an opportunity to the parent/guardian to make submissions, having heard the submissions of the principal, having read the materials submitted by the parties, and having retired to consider the matter;

THE DISCIPLINE COMMITTEE does hereby [confirm the suspension/ confirm the suspension but shorten its duration to [insert number] school days and amend the record accordingly/ or quash the suspension and expunge the record]. [Reasons for the decision may be inserted here.]

THE DECISION OF THE DISCIPLINE COMMITTEE is final.

DATED this [day] of [month], [year] and signed on behalf of the Discipline Committee and the James Bay Lowlands Secondary School Board by the Chair of the Discipline Committee.

By _____

Chair of the Discipline Committee

[on board letterhead]

BOARD EXPULSION DECISION

[Date of issue]

[Parent/Guardian]
[Address]

Dear [Parent/Guardian]:

Re: **Decision of the Discipline Committee
James Bay Lowlands Secondary School Board
Expulsion Hearing
[Student's Name], [Date of Birth], Northern Lights Secondary School**

Expulsion Decision

Attached, please find the decision of the Discipline Committee of James Bay Lowlands Secondary School Board, dated [insert date].

If the student has been expelled: Please find attached information regarding the educational program offered by the Board. [Insert a description of the alternative program for the expelled student].

Should you wish to appeal this decision, you may contact the Child and Family Services Review Board at 416-327-4673 or 1-888-728-8823 within thirty (30) days of receipt of this notice.

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

Sincerely,

Supervisory Officer

Enclosure

c.c. Principal
Ontario Student Record (OSR)

[on board letterhead]

**Expulsion Decision of the Discipline Committee of
James Bay Lowlands Secondary School Board**

IN THE MATTER OF SECTION 311.3
of the *Education Act*

-and-

IN THE MATTER OF a recommendation by
[Name of Principal] of Northern Lights Secondary School for the expulsion of
[name of student], a student of Northern Lights Secondary School.

DECISION

UPON being satisfied that the Discipline Committee of James Bay Lowlands Secondary School Board has jurisdiction to conduct the hearing pursuant to section 311.3 of the *Education Act*,

AND UPON being satisfied that the proper parties to the hearing are [name of parent/guardian] and [principal's name], principal of Northern Lights Secondary School;

AND UPON being satisfied that the parties received reasonable notice of the hearing;

AND UPON having provided an opportunity to the parent/guardian to make submissions, having heard the submissions of the principal, having read the materials submitted by the parties, having considered the facts and any mitigating and/or other factors referred to by the parties, and having retired to consider the matter;

THE DISCIPLINE COMMITTEE does hereby impose an expulsion from Northern Lights Secondary School; assign [name of student] to a program for an expelled student; and require that [name of student] successfully complete and meet the objectives of the program for an expelled student before being re-admitted to a regular day school program in Ontario for the following reasons: [INSERT REASONS FOR EXPULSION].

OR

THE DISCIPLINE COMMITTEE does **not** hereby impose an expulsion; and does hereby [confirm the suspension imposed by [name of principal]/ confirm the suspension imposed by [name of principal] but shorten its duration to [insert number] school days and amend the record accordingly/ quash the suspension and expunge the record].

DATED this [day] of [month], [year] and signed on behalf of the Discipline Committee and the James Bay Lowlands Secondary School Board by the Chair of the Discipline Committee.

By _____
Chair of the Discipline Committee