

**SAMPLE LETTER FOR SUSPENSIONS OF 6 DAYS OR MORE**

(SCHOOL LETTERHEAD)

Dear <parent/guardian name>:

Please be advised that we have found it necessary to suspend your son/daughter <student name> from attendance in school. This action is taken under the authority of the *School Act*, Sections 6, 26 and 85. A copy of the relevant sections is attached for your information.

The reason for this suspension is \_\_\_\_\_.

<student name> is suspended for 6 days or more and until a Board of Review is held with the Superintendent of Schools (or designate).

The parent(s)/guardian(s) and student are expected to attend the Board of Review and make representation as to:

- the length of suspension to be decided at the Board of Review
- the conditions for re-entry to school, and
- the type of educational program to be offered to your child

all of which will be decided at the Board of Review.

When a student has been suspended from school he/she is not allowed on any School District property during regular school hours or for extra-curricular activities after school hours, unless permission has been obtained from the principal or vice-principal prior to the activity.

All indefinite suspensions of six (6) days or more may be appealed by the parent(s)/guardian(s) to the Board of Education by writing to the Board of Education, c/o Office of the Secretary-Treasurer, School District No. 34 (Abbotsford).

You will be contacted by the School Board Office to make arrangements for the Board of Review.

<Students name> record of discipline will be made available to you. If you have any questions or concerns regarding this suspension of six (6) days or more, please contact me at <phone number>. If the matter is not resolved to your satisfaction, you may also contact the area Assistant Superintendent, <name> at <phone number>.

Yours truly,

(Administrative Officer)

cc: Assistant Superintendent  
Student File  
Superintendent of Schools