School Name

Street Address,

City, BC Postal Code

Tel: (250)    -     Fax: (250)    -     e-Mail:      @sd79.bc.ca

Date

Parent/Guardian Name(s)

Street Address,

City, BC Postal Code

Dear Parent/Guardian(s);

Re: *Student Name*

In accordance with the School Act (Section 85), Administrative Procedure 355 (Student Suspensions) and Administrative Procedure 104 (District Code of Conduct) this letter is to inform you that *Student's First Name* has been given a    -day *-of school* suspension for (type reason).

(Type preventative or remedial actions taken by Admin). (Type conditions(s) determining the return of the student). *Student's First Name* is welcome to return to school on *Day*, *Date*.

(Type in the plan for homework during suspension).

School Name addresses this issue in its *Code of Conduct*. The Code of Conduct is reviewed annually with all students and is contained in the Student Handbook.

All decisions made by the administration team shall be subject to appeal to the Board as provided by Section 11 of the School Act; and such appeals will be governed by the Board’s appeal procedure. A copy of the brochure *Communicating with Your School – Resolving Your Concerns* is available at the School District office or on the web site.

If you have any further questions or concerns about this suspension, please contact me.

Yours truly,

Administrator's Name,

Position

     @sd79.bc.ca

/Clerical Initials

pc Sheryl Koers & Margaret Olsen, Associate Superintendents

Counsellor/Student File