York Catholic District School Board

THE PROCEDURE AND SUSPENSION APPEAL GUIDELINES

We understand that receiving a suspension notice may be difficult and concerning for you, your child and your family. Please know that you are not alone.

This flyer provides an overview of the suspension process and outlines the steps involved should you wish to appeal the suspension. It is intended to help students and their parents or guardians better understand the procedures, timelines and supports available during this time. Our goal is to ensure that families feel informed and supported as we work together to help the student move forward positively.

Who May Appeal a Suspension?

Suspensions may be appealed by:

- an adult* pupil
- the pupil's parent(s)/guardian(s)

**an "adult pupil" is at least 18 years old; or the pupil is 16 or 17 years old and has withdrawn from parental control*

How is a Suspension Appeal Requested?

A person who is entitled to appeal a suspension must send written notice of the request for an appeal to their school's Superintendent of Education **within 10 school days** of the start of the suspension. Please note that the suspension must still be served, even if an appeal has been requested.

The appeal must be heard within 15 school days of the board receiving the notice of appeal, unless they have agreed to an extension with the school board.

A person who has requested an appeal may contact their school's Superintendent of Education to discuss any questions about the suspension appeal.

*Please note that a suspension must be served, even if it is being appealed.

Contact Information

Contact the Superintendent of Education for your child's school, which can be found on your school's website.

For more information, scan the QR code or visit: www.ycdsb.ca

Safe & Caring Schools
March 2026



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Who May Attend?

The Education Act (ONTARIO REGULATION 472/07, Behaviour, Discipline and Safety of pupils), outlines the following individuals can be in attendance:

- the pupil (if 18+ or 16-17 and independent)
- the pupil and their parent/guardian (if the pupil is a minor)
- the principal who issued the suspension
- Superintendent of Safe and Caring Schools
- and a committee of at least three members
- legal counsel may represent the pupil/parent(s)/guardian(s)*
- support persons
- translator

*Note: prior notice and name of legal counsel must be provided to the Superintendent of Education: Safe Schools. If prior notice is not provided, the Suspension Appeal may be rescheduled.

Who Hears the Appeal?

Suspension appeals are managed by the York Catholic District School Board's appointed supervisor.

A written appeal must be submitted to your school's superintendent within 10 school days of the suspension start date.

The appeal must be heard within 15 school days of the board receiving the notice of appeal, unless they have agreed to an extension with the school board.

The appeal is heard by a committee of three members as determined by the York Catholic District School Board appointed Supervisor.



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What Information will Parents Receive Prior to the Appeal?

Parent(s)/Guardian(s) will receive a Principal's Report summarizing the incident, evidence and rationale for discipline.

This will include:

- the pupil's disciplinary and academic history,
- progressive discipline interventions, and
- any mitigating and other factors that may be applicable.

What are the Possible Outcomes from the Appeal?

According to the legislation, the Board's Safe Schools Committee shall:

- confirm the suspension and the duration of the suspension;
  OR
- confirm the suspension, but shorten its duration, even if the suspension that is under appeal has already been served, and order that the student's record of the suspension be amended accordingly;
  OR
- quash the suspension and order that the record of the suspension be expunged, even if the suspension that is under appeal has already been served.



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What Happens at the Suspension Appeal?

The Superintendent of Education: Safe Schools or designate will introduce everyone and outline the process to be followed during the appeal.

- copies of the Principal's Report and any other documents will be distributed
- the parent(s)/guardian(s) will be invited to make an oral presentation
- the pupil, if present, will be invited to make a statement
- the Administrator (the Principal and/or Superintendent of Education) will make a presentation and provide any response to previous comments
- both parties will be provided an opportunity to make summary statements before the Board's Safe Schools Committee deliberates and makes their decision.

Who will Communicate the Decision of the Appeal?

The Superintendent of Education: Safe Schools or designate will contact the parties involved by phone the next day with the decision of the Board's Safe Schools Committee; followed by a written notice to the adult pupil or the pupil(s)guardian(s).

What can Parents Do if They Disagree with the Decision of the Board's Safe Schools Committee?

Regulation 472/07 states that the decision of the Board's Safe Schools Committee is final.

Additional Resources

Scan this QR code for additional resources that offer helpful information and support for students, parents and their families.

Any suspension appeal shall be held in accordance with this legislation and the YCDSB Safe Schools (Student Discipline, Policy 202).