

Administrative Procedure 390

STUDENT APPEALS

Background

In accordance with Section 123 of the School Act, the parents of a student and/or a student who is sixteen (16) years of age or older, have the right to appeal the decision of a Division employee that significantly affects the education of the student.

Students who are sixteen (16) years of age or older, for the purposes of this administrative procedure, have the same rights and responsibilities as parents.

Procedures

1. Every decision must be directed toward the educational interests of the student and must consider the impact of the decision on the total population of students served and the availability of resources.
2. Appeal procedures shall ensure full opportunity for the parties to add information, discuss the issues, and state their positions and supporting arguments.
3. At any of the various steps in the process, parents shall have access to reports and other information on their child, which were used to make the decision, pursuant to Administrative Procedure 320 – Student Records.
4. Channels of Communication
 - 4.1 If the parent is not satisfied with a decision made by a teacher, the parent may appeal to the Principal.
 - 4.1.1 It is expected that the parents (student) will have discussed the teacher's decision with the teacher prior to contacting the Principal.
 - 4.1.2 The Principal may request that the parent and/or student appeal be expressed in writing.
 - 4.2 If the parent is not satisfied with a decision made by a Principal, the Deputy or Assistant Superintendent, or Secretary-Treasurer, the parent may request that the decision be referred to the Superintendent, who will review the circumstances, and decide whether to uphold or change the decision.
 - 4.3 If the parent is not satisfied with the decision made by the Superintendent, the parent may appeal the decision to the Board if applicable as indicated in Policy 13 and in Section 123 of the School Act.
5. Decisions shall be rendered without undue delay.

Reference: Section 18, 20, 23, 60, 61, 113, 123 School Act

Revised: April 10, 2013