

APPEALS CONCERNING STUDENT MATTERS

Background

Students have the right, under law, to natural justice and due process. The Superintendent has established the following procedure whereby appeals on educational matters that cannot be resolved at the school level may be further reviewed at the Division level.

Procedures

1. In the procedures that follow, students who are sixteen (16) years of age or older have the same rights and responsibilities as their parents/legal guardians.
2. 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.
3. Appeal procedures shall ensure full opportunity for the parties to add information, discuss the issues, and state their positions and supporting arguments.
4. At any of the various steps in the process, parents shall have access to copies of reports and other information used to make the decision about their child, pursuant to the Administrative Procedure 320 – Student Records.
5. Decisions on appeals shall be rendered without undue delay.
6. Parents, staff and students shall have access to information about the appeals procedures at the beginning of each school year.
7. Students shall be informed about their right to appeal marks or grades assigned according to Administrative Procedure 360 – Assessment, Evaluation and Communication of Student Learning.
8. It is expected that every effort will be made informally to solve a problem or concern before a formal appeal is filed.
9. Formal appeals may be filed by any individual or group of individuals that wish(es) a reconsideration of an administrative decision. In the case of students under the age of sixteen (16), such appeals shall be filed by their parents/guardians. Generally, appeals will be heard in the following order:
 - 9.1 By the individual who is responsible for the original decision;
 - 9.2 By the immediate supervisor of the individual who is responsible for the original decision;
 - 9.3 By the Principal or designate;

9.4 By the Superintendent or designate.

10. At each level of appeal, every effort will be made to resolve the concern.

11. The decision of the Superintendent or designate is the final decision of the administration.

Adopted/Revised: JUN 2016/NOV 2019/OCT 2021

Reference: Section 31, 32, 33, 41, 42, 43, 44, 52, 53, 56, 58, 58.1, 58.2, 196, 197, 222, Education Act