



School District No. 46 (Sunshine Coast)

# Administrative Regulations

**ADMINISTRATION**

**1840**

## STUDENT/PARENT APPEAL PROCEDURE

### APPEAL PROCEDURE

Before an appeal is filed, it is the Board's expectation that the student and/or parent will discuss the issue in dispute in a constructive manner with those responsible at the school or district level. In this regard, the Board expects, at a minimum, the following steps will be taken before an appeal is filed:

Step 1: The student and/or parent will discuss the issue with the principal where the decision was made at the school level following Regulation 1750 - *Reviewing the Decision of a Principal*, or the responsible administrator, where the decision was made at the district level; and

Step 2: The student and/or parent will discuss the issue with the administrator(s) appointed by the Superintendent, or the Superintendent.

### Time Limit for Filing Appeal

An appeal must be commenced within thirty (30) days of the date the student or parent was informed of the decision being appealed from, unless the student or parent initiating the appeal can demonstrate that there are reasonable grounds to extend this time limit.

### Filing an Appeal

The notice of appeal shall include the following information:

- a. the name, address, email address (if applicable), and telephone number of the Appellant, including the student's name, school, grade level;
- b. a description of the decision that is being appealed and its effect on the education, health, or safety of the student;
- c. the name of the employee who made the decision;
- d. the date the Appellant was informed of the decision being appealed;

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**Date adopted:** January 12, 2010

**Revised:**

**Reference:** Bylaw 8300

**Supt. Signature:**

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- e. the grounds of the appeal and the action requested; and
- f. the steps that the Appellant has taken to discuss the matter directly with the person who made the decision or with other school or district employees.

Where the Appellant is a student under the age of nineteen (19) years, the Board shall provide a copy of the notice of appeal to the parent(s) of the student.

Upon receiving the notice of appeal, the Secretary Treasurer will notify the Board, the Superintendent and the employee whose decision is being appealed, of the appeal.

The Superintendent may appoint a person to be responsible for carrying out the responsibilities of the Superintendent under this Regulation.

#### Preparation for Appeal

The Secretary Treasurer or his/her designate is responsible for reviewing the notice of appeal and for communicating with the Appellant and others on matters related to the appeal.

Where, in the opinion of the Secretary Treasurer, the appeal does not comply with the requirements for an appeal established under this Bylaw or Section 11 of the School Act (e.g. it is not a decision of an employee which significantly affects the student's education, health, or safety; the appeal was not filed in a timely manner), the Secretary Treasurer shall refer the preliminary matter to the Board for determination.

The Board may ask for written submissions from the Appellant and/or the superintendent on the preliminary matter.

The Board shall notify the Appellant and the Superintendent of any preliminary decision it may make, including a refusal to hear the appeal.

Where, in the opinion of the Secretary Treasurer, there is no preliminary matter to be determined, arrangements will be made for the hearing of the appeal by the Board.

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Prior to the date established for the hearing of the appeal, the Superintendent will provide a report to the Board regarding the matter under appeal. The Appellants and the employee whose decision is being appealed shall be entitled to a copy of this report.

The Board may provide directions for the hearing of the appeal.

The Board may, prior to the Board hearing the appeal or at any other time, require the Appellant to discuss the decision being appealed with persons directed by the Board.

The Board may establish a committee of one or more persons who have not been involved in the decision under appeal, for the purpose of investigating an appeal and the committee shall report to the Board as directed.

#### Appeal Process

The Board may hold an opportunity for oral submission in respect of the appeal and/or may decide the appeal based upon written submissions. Oral submissions will be heard in a closed session.

The Board may recommend an interim decision it considers necessary pending the disposition of the appeal.

The Board shall advise the Appellant, the Superintendent and the employee whose decision is being appealed, whether the appeal will be determined based upon written submissions, and/or an oral hearing and on any directions established for the hearing of the appeal, including the time frame for oral and/or written submission.

Where the Board decides to hold an oral hearing, the Appellant, the Superintendent and the employee whose decision is being appealed, shall be provided with written notice of the date, time, and location of the hearing.

The Board may ask questions of any person appearing at the appeal hearing.

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The Board may adjourn the hearing at any time to obtain additional information where it considers such information would assist the Board in determined appeal.

During the appeal process, the Appellant may be accompanied by an advocate, support person and/or interpreter/translator.

#### Decision

The Board shall make a decision that it considers appropriate in respect of the matter that is being appealed and any preliminary matters, based on due process entitled to the parent/or student.

The Board shall decide the appeal based on the oral and/or written submissions presented to it and any other information obtained by the Board in accordance with this Regulation.

The Board must make a decision within 45 days from the date the notice of appeal was received in an acceptable form.

The Board shall promptly notify the Appellant, the Superintendent and the employee whose decision was appealed of the decision of the board and shall provide written reasons for the decisions as soon as practicable. \*

[\*An appellant may have the right to appeal a decision of the board made under this Regulation. For more information contact the Student Appeals Branch of the Ministry of Education.]

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