

STUDENT APPEAL PROCEDURES

Background

The District believes that decisions regarding the education of a student should be made normally at the level closest to the student.

Procedures

1. Concerns with decisions that significantly affect the education of a student should first be discussed with the teacher and the school Principal.
2. If satisfactory resolution is not achieved, the parent/guardian or independent student is to be advised by the Principal of his/her right to appeal to the Superintendent.
3. Excepting for a student suspension in excess of five (5) school days (Section 24, Alberta School Act), an appeal request must be made in writing to the Superintendent within thirty (30) calendar days of receipt of notification of the right to appeal.
4. Upon receipt of the written request for an appeal, the Superintendent will convene a review process as soon as practically possible, but no later than fifteen (15) calendar days from receipt of the written notice of appeal. The Superintendent may, at the Superintendent's discretion, direct that the appeal review will first be heard and decided by another central office employee with a connection or expertise on the matter under appeal (Level 1); in which case, if requested in writing within (15) calendar days of the Level 1 decision, there shall be a further right of appeal to the Superintendent (Level 2).
5. The Superintendent (Level 2) or, if applicable, the central office employee (Level 1) will advise the parent/guardian or independent student (in writing) of:
 - 5.1. The date, time and location of the appeal review;
 - 5.2. His/Her right to be accompanied by an advocate, and/or lawyer, and/or interpreter (at his/her own expense);
 - 5.3. His/Her right to present witnesses and offer evidence to support the appeal.
6. The Superintendent (Level 2) or, if applicable, the central office employee (Level 1) shall:
 - 6.1. Establish a process for a hearing review;
 - 6.2. Call any expert resources required to assist with the deliberation;

- 6.3. Maintain and distribute minutes of meetings;
 - 6.4. Render a decision on the appeal.
7. The Superintendent (Level 2) or, if applicable, the central office employee (Level 1) will inform the parent/guardian or independent student in writing of the decision within fifteen (15) calendar days of hearing the appeal.

Reference: Section 10, 24, 48, 123, 124, 125, School Act

Cross Reference: Policy 13 – Appeals and Hearings Regarding Student Matters

Revision Dates: June 8, 2018