



LABRADOR SCHOOL BOARD

Article 11 Student Appeals By-Laws

- 11.01. Pursuant to Section 22 of *Schools Act, 1997*, where a decision affects a student, the parent of the student or the student, if the student is 19 years of age or older, may appeal the decision. All students and parents must be informed by the school principal of the right to appeal decisions of school and district personnel consistent with this By-Law.
- 11.02 All appeals commenced under Section 22 of *Schools Act, 1997* shall be made in writing by the parent or student (if the student is 19 years of age or older), stating the student's name, the name of the employee responsible for the decision, and those issues believed to be in question concerning the decision. Upon receipt of the written appeal, the parent or student shall be notified immediately by telephone that the appeal has been received, duly recording the time and date.
- 11.03 An appeal to the principal, regarding a decision of an employee in the school shall be heard within 15 working days of the appeal being received by the principal. The principal shall convey a decision on the appeal, in writing, within a period of three working days from the date of a decision on the appeal to the person making the appeal with copies forwarded to the employee who made the decision. Where the appeal does not change the decision, the parent or the student, if the student is 19 years of age or older, will be informed of his/her right to appeal this decision to the CEO/Director. The principal will inform the person who made the appeal that the decision can be further appealed in writing to the CEO/Director within a 10 day period from the date that the parent is informed of this appeal decision.
- 11.04 The Director of Education shall notify the parent or student (if the student is 19 years of age or older) within 2 days that the appeal has been received.
- 11.05 The CEO/Director shall convey a decision on the appeal, in writing, within a period of 10 workdays from the date of a decision on the appeal to the person making the appeal, with copies sent to the principal. Where the appeal does not change the decision, the parent or the student, if the student is 19 years of age or older, will be informed of his/her right to appeal this decision to the Board. The CEO/Director would inform the person who made the appeal that the appeal decision could be further appealed to the Board within a 5 day period from the date that the parent is informed of this appeal decision.

- 11.06 An appeal to the Board, regarding a decision of the CEO/Director shall be heard within 5 working days of the appeal being received by the CEO/Director. A Board Appeals Panel shall hear the appeal and make an order, and that order shall be final and is binding upon the student, the Board, the school and all other persons affected by it. The Chairperson of the Board shall convey the decision on the appeal, in writing, within a period of 5 working days from the date of the decision on the appeal, to the person making the appeal with a copy sent to the school. This order will be reported to the Board at its next regular meeting.
- 11.07 If an appeal cannot be heard within the time frames as articulated in this By-Law for reasonable cause, the cause shall be communicated to the parent or student and the appeal shall be heard as quickly as possible thereafter or within a time frame which is otherwise by mutual consent.
- 11.08 The Appeals Panel will be the Board Chairperson and ad hoc committee.
- 11.09 This By-Law regarding appeals does not apply to student expulsions as define in the *Schools Act, 1997*, Section 37.