

Appeals
Protocol

School Decision



Parent Appeal (15 Days)



Principal's Decision (3 Working Days)



Parent's Appeal to CEO (10 Days)



SEO Mediation



CEO's Decision (10 Working Days)



Parent Appeal to Board (5 Working Days)



Board Hears Appeal (5 Days)



Board Conveys Decision (5 Working Days)



Board Decision Final



**Student Appeals
Q and A Guide**

Student Appeals Q and A Guide

What kinds of decisions can be appealed?

The following types of decisions can be appealed under the formal appeals process:

- disciplinary suspension or expulsion from school;
- the transfer of a student from one school to another;
- the exclusion of a student from school;
- significant decisions regarding educational programming;
- grade promotion, retention, or graduation

Who can appeal a decision?

Where a decision affects a students, the parent/guardian of the student or the student is 19 years of age or older, may appeal the decision. Where a decision affects an employee or other stakeholder, that party may appeal the decision.

How do I file an appeal?

All appeals shall be made in writing by completing a Notice of Appeal form which is available at your school or online: www.lsb.ca The form will ask for basic information about the decision you want to challenge, the reasons why you feel an appeal is necessary, what you would like to happen, and to whom you are directing the appeal.

To whom do I send the appeal?

Student appeals must be submitted to the school principal first.

Is there a deadline for filing appeals?

An appeal affecting a student must be commenced within 15 days from the date that the parent/guardian or student is informed of the decision.

How long does it take for an appeal to be reviewed?

Appeal investigations and decisions/responses are to be completed in a timely fashion. An appeal to the principal, regarding a decision of an employee in the school shall be heard within 3 working days of the appeal being received by the principal. If an appeal cannot be heard within this time frame for reasonable cause, the cause shall be communicated to the parent or student and the appeal shall be heard as quickly as possible thereafter.

How am I notified of an appeal decision?

Appeal decisions are to be provided in writing to both the appellant and the school employee and must include the rationale for the decision. The principal shall convey the decision on the appeal within a period of 3 working days from the date of a decision on the appeal to the person making the appeal.

What can I do if I am not satisfied with an appeal decision?

decision at the school level, and who feel that they have grounds to have this decision reversed, may choose to further appeal within 10 days from the date that the parent/guardian or student is informed of the decision.

Appeals concerning the decision of a principal will be referred to the Senior Education Officer whose role is to mediate parents' concerns. If still unresolved, parents/guardians can appeal to the CEO/Director of Education.

The decision of the CEO/Director of Education can be further appealed to the Chairperson and the ad hoc committee of the School Board. However, a decision by the Board is final.

Appeal investigations and decisions/responses are to be completed in a timely fashion, not to exceed 5 working days, unless appellants are notified in writing of the need for an extension.

Are there any exceptions to the District's appeals process?

The appeals process concerning student expulsion is governed by Section 37 of the *Schools Act (1997)*, which supercedes this policy.

Where appeals are governed by the labour relations forum, via articles or conditions of a collective agreement, that forum shall be deemed to have precedence, and the District's appeals process will not be applicable.