

Administrative Procedure 380

380 - STUDENT APPEALS – DIVISION LEVEL

Background

Students have the right, under law, to appeal decisions that cannot be resolved at the school level. Appeals may be further reviewed at the Divisional level.

Procedures

1. All schools shall develop a School Appeals policy, and file a copy of it with the Superintendent's office.
2. An appeal at the Divisional level may be initiated by any party directly involved in the matter under dispute. However, such appeals shall be only after all attempts at resolving the problem at the school level have proven unsuccessful.
3. Appeals shall be filed with the Superintendent within ten school days of any final attempts to resolve the matter at the school level. The appeal shall be in writing, and shall state the nature of complaint, and outline the steps that have been taken to attempt to resolve it. A copy shall be provided to the school Principal, and to any other parties directly involved in the grievance.
4. Within ten school days of the receipt of a divisional appeal, the Superintendent or designate shall review all relevant information pertaining to the matter. This may include any or all of the following:
 - 4.1 An examination of marks/records/reports
 - 4.2 Consultation with parties who may have information relevant to the case
 - 4.3 A personal interview with the person lodging the appeal
 - 4.4 Consultation, as required with external agencies (e.g. Alberta Education)
5. The decision of the Superintendent or designate shall be conveyed to all parties concerned, in writing, as soon as possible.
6. Where a party to the appeal is not satisfied with this decision, or where the Superintendent or designate is unable to resolve the issue, the matter may be referred to the Board.

Reference: Section 12, 48, 123, 124, School Act

Cross Reference: Policy 13 – Appeals Regarding Student Matters