

## ADMINISTRATIVE PROCEDURE NO. 360

**STUDENT APPEALS****Background**

The Superintendent has been delegated the authority by the Board to hear and deal with appeals provided for in the *School Act*.

The Board expects that all students will be treated fairly with due respect to their needs, the needs of the school and the Division and, where appropriate in consultation with the parents.

**Procedures**

1. The conduct of appeals and the items which may be appealed are noted in the *School Act*.
2. These procedures shall not apply to appeals which pertain to the placement of students in special education programs. These appeals will be dealt with under the Board's policy for special education placement.
3. These procedures shall apply to:
  - a. Those decisions which are appealable to the Minister under the *School Act*.
  - b. Decisions regarding the final mark in a course or program.
  - c. Decisions regarding the placement of a student, who is not a special needs student, in a course or educational program.
  - d. Every decision which significantly affects the education of the student.
4. An appeal may be submitted to the Superintendent by a parent, or by a student who is 16 years of age or older, within 10 days of the decision being communicated.

The Superintendent shall set up a hearing with the parties involved within 10 days of the appeal.

All parties will be allowed to present relevant information regarding the topic of the appeal at the time of the hearing.

The information and submissions will be reviewed and a verbal and written ruling will be provided within 5 days of the hearing.

5. The parent, or the student who is 16 years of age or older, shall be advised of their right to appeal a decision of the Board to the Minister.