

## Administrative Procedure 390

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# STUDENT APPEALS

### Background

Students have the right, under law, to natural justice. The Superintendent has established the following procedure whereby appeals on educational matters that cannot be resolved at the school level may be further reviewed at the Division level.

### Procedures

1. Every decision must be directed toward the educational interests of the student and must consider the impact of the decision on the total population of students served and the availability of resources.
2. All schools shall develop a School Appeals policy.
3. An appeal at the Division level may be initiated by any party directly involved in the matter under dispute. However, such appeals shall be initiated only after all attempts at resolving the problem at the school level have proven unsuccessful.
4. Appeals shall be filed with the Superintendent within fourteen 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 principal, and to any other parties directly involved in the grievance.
5. Within fourteen days of the receipt of a Division appeal, the Superintendent or designate shall review all relevant information pertaining to the matter. This may include any or all of the following:
  - 5.1 An examination of marks/records/reports;
  - 5.2 Consultation with parties who may have information relevant to the case;
  - 5.3 A personal interview with the person lodging the appeal;
  - 5.4 Consultation, as required, with external agencies (e.g. Alberta Education).
6. The decision of the Superintendent or designate shall be conveyed to all parties concerned, in writing, as soon as possible.
7. Parents/guardians shall be made aware of school and Division appeal procedures at the beginning of each school year.
8. Students and/or their parents/guardians may have the right of appeal to the Board, and ultimately, the Minister of Education under Section 124 of the School Act.

Reference: Section 12, 18, 20, 48, 60, 61, 113, 123, 124, 125, School Act  
 Cross Reference: Policy 13 – Appeals and Hearings Regarding Student Matters

