

Appeal Policy

Approved: September 2003
Revised: June 2022

1. If either students or parents have a concern or feel that a situation has been handled incorrectly, and they have discussed this matter in person with the school personnel as set forth in the Conflict Resolution Communication process, yet the matter remains unresolved, an appeal can be made in writing to the School Board. This includes IB programme decisions taken by the school. Appeals will only be heard at the discretion of the School Board.
2. An appeal must be brought within a reasonable time (ie. within two weeks, although the Board may, upon application, extend that time). The notice of appeal should be delivered in writing to the Board Chairperson of the School Board.
3. A response from the School Board will be made within 2 days of the next scheduled board meeting.
4. The Appeal Committee will consist of the Board Chairperson, two other Board members, one faculty, and one parent from the community. These people on the Committee should not have been involved in the discipline event or follow-through for that particular student.
5. The appeal process will include both the receipt of written submissions by parents and the administration, as well as an opportunity for an oral presentation.
6. The student and parents will be given one hour to present their position. The parents shall submit, in writing, to the Appeal Committee, the reasons for their appeal. The submission must deal with the student's behaviour that is of concern. Any other information regarding the student's or family's profile may be presented in the oral appeal.
7. The administration will be given one hour to present its position. The Head of School or designate shall submit in writing to the Appeal Committee the notice and sequence of events, in terms of the student's behaviour or concern, that led to the appeal. The Head of School or designate submission shall make direct reference to the issue of concern. The submission lists the facts of the case and shall also contain the "step by step" contact of the school with the parents. The submission must state clearly the reason why the Administration believes their position is justified.
8. The decision of the Appeal Committee is final and will be provided to the student and parents as soon as practicable.

9. After the Appeal Committee's decision has been delivered, the student and parents may appeal to the Society of Christian Schools of BC for mediation.