



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: APPEALS

CODE: 5061 Appeals, Programs, and Placements

Reference Matrix	
Education Act (1995)	Sections 85, 87, 109, 175, 231
Other Relevant Acts	
Holy Family Related Procedures	OP 5153 Student Progress and Placement
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Reviewed	December 7, 2015

Background:

Holy Family RCSSD No. 140 is committed to ensuring that there is a fair and equitable means to hear and address parent(s)/guardian(s) concerns regarding grade or program placement. Holy Family RCSSD No. 140 is committed to work in partnership with parent(s)/guardian(s) to ensure the best placement for the student's needs and the needs of all students.

Where a conflict arises in the relationship of a student to a school, the goal is to seek reconciliation in accordance with Holy Family RCSSD No. 140 Vision, Mission and Guiding Principles.

Procedures:

1. Parent(s)/guardian(s) who disagree with a decision concerning the designation or placement of a student may request a review of the decision.
2. The request for the review is to be made in writing setting out the reasons for the disagreement. It is to be made within fifteen working days of the school decision, and addressed to the Director of Education.

3. The Director of Education or designate is to undertake a review of the decision by meeting with appropriate school personnel and/or the student and the parent(s)/guardian(s).
4. Where a dispute arises that cannot be locally resolved, the Director of Education shall form a committee to investigate the circumstances and make recommendations to the parent(s)/guardian(s).
5. Following the review the Director of Education or designate is to either:
 - 5.1. Confirm the initial decision;
 - 5.2. Modify the decision; or
 - 5.3. Make a new decision
6. Within fifteen working days of receiving the request the Director of Education or designate is to report in writing to the student and/or parent(s)/guardian(s). A copy of the report is to be provided to the Principal.