

Issue Date	May 7, 2001
Revision Date	May 20, 2021
Review Year	2022

**Background/Purpose:**

Aurora School favours the timely resolution of disputes or concerns by those involved through the use of cooperative and collaborative processes. In accordance with the *Education Act*, the board has established appeal procedures for bringing concerns regarding student matters forward.

**Policy Statement:**

The Board supports the provision of an appeal procedure to allow appeals of decisions made by an employee of Aurora School on any matter that may significantly affect the education of a student.

**Guidelines:**

*Students engaging in the appeal process must be either represented by a parent or legal guardian, or be at least 16 years of age*

1. Concerns that begin in the classroom should first be discussed with the classroom teacher.
2. Concerns of a student, parent, or legal guardian regarding decisions made that significantly affect the education of a student (including those concerns not resolved at the classroom level) should be discussed with the school Principal.
3. If a satisfactory resolution is not achieved, the student, parent, or legal guardian is to be referred to the Superintendent, who will review the decision and recommend the action he/she deems appropriate.
4. If there is still not satisfaction from the student, parent, or legal guardian with the decision, the Superintendent will inform them of their right to appeal to the Board of Directors of Aurora School.
5. Upon receipt of the written request for an appeal, the Superintendent will inform the Board of Directors of the request.
6. The Chair of the Board of Directors will advise the student, parent, or legal guardian (in writing) of the date, time, and location of the appeal hearing, and inform the student, parent, or legal guardian of the right to be accompanied by a single advocate (at the parent's expense). The Chair will also notify the Superintendent and the Principal of the date, time, and location of the appeal hearing.
7. The board shall:
  - 7.1.1 Hear the appeal
  - 7.1.2 Call any expert resources required to assist with the decision
  - 7.1.3 Make a decision regarding the disposition of the appeal
  - 7.1.4 Inform the student, parent, or legal guardian, in writing, of their decision within 15 days

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8. As per the *Education Act*, a parent, legal guardian or student (16 years of age or older) may request in writing that the Minister of Education review a board’s decision in the following matters:
- the provision of specialized supports and services to a student in accordance with section 11(4) or to a child enrolled in an early childhood services program
  - the expulsion of a student
  - which board is responsible for a student or child
  - access to or the accuracy or completeness of a student record

**Accountability:**

*Annual monitoring by the Board of Directors.*

**References:**

*Education Act*