

PARENT/STUDENT APPEAL PROCESS POLICY

Preamble

The School Act (Section 11) requires that Boards of Education establish procedures, which enable a student and /or parent (guardian) of a student to appeal a decision made by a Board employee, which significantly affects the education, health, or safety of a student.

This Act and this Policy give a student and/or a parent the right of appeal. The Board will not tolerate any form of reprisal on the part of a student, parent, or employee as a result of the initiation or outcome of an appeal.

Policy

The Board believes that the best recourse to address concerns or complaints regarding a student's education, health, or safety is at the level at which the original decision is made and that all parties work together to resolve differences prior to initiating a formal appeal.

If the disagreement is not resolved at the level where the decision was made and the student and/or parents believe that a decision of an employee of Maria Montessori Academy significantly affects the education, health or safety of the student, the student and/or **parent may within 30 school days of the conclusion of the decision**, appeal that decision in accordance with the provision of this policy.

Administrative procedures

1. Prior to a matter being referred to the Board for consideration, a student and/or parent should make a reasonable effort to discuss and resolve the concern through the normal procedure of meeting with the teacher or administration concerned.
2. Students and parents shall be made aware of the appeal policy and related forms, which shall be made readily available, including the time restraints.
3. The appeal process shall be as user friendly as possible and any forms shall be easy to access and use.
4. The Board will consider an appeal only if the Board determines that the decision is a decision of an employee of the Board and that it significantly affects the

- education, health, or safety of a student. The student and/or parent must filled out the proper appeal form and submit to the Board through the school office. The Board will contact the student and/or parent with the date and time of the hearing once the proper process has been initiated.
5. All parties must deal with any appeal in confidence. The student and/or parent appealing the decision and the employee whose decision is being appealed shall have the right to see all information that presented to the Board at the hearing and will be heard by the Board at the time the Board is considering the information.
 6. The student or parent and employee shall have the right to be accompanied by an advocate when meeting with the Board.
 7. Directors are expected to exclude themselves from a hearing of an appeal if they have direct first-hand knowledge of the circumstances that led to the appeal and the Director believes that by remaining at the hearing there would be a reasonable perception of bias on the part of the Director.
 8. The employee of the Board will present the Board with background information on the student including attendance records, time of registration at the school, academic progress, behavioural issues during the year, and a detailed outline of the circumstance being appealed (including any witness statements or knowledge if necessary).
 9. If the Board decides to hear the appeal, the Board shall convene a meeting as soon as possible to consider the information related to the appeal and, as soon as possible, render a decision. Each party has the right to be heard by the Board at the time the Board is considering the information. The meeting with the Board is intended to be informal so that relevant information can be presented and considered without any concern of intimidation.
 10. The Board will meet in-camera as soon as practicable after the appeal hearing, at which the information is received from both parties and determine whether to uphold the decision, amend the decision, or overturn the decision.
 11. Both parties shall be informed of the Board's decision and the reason for the decision orally within 24 hours and in writing, within 5 days, of the decisions being made.
 12. Board decisions made in accordance with this policy and that fall within the scope of the Appeals Policy may be appealed to a Ministry of Education – Inspector of Independent Schools.

MARIA MONTESSORI ACADEMY

STUDENT AND/OR PARENT/GUARDIAN APPEAL FORM

1. The appeal should be made in writing **within thirty school days** of the decision by the school or employee that you are appealing. The Board can waive the time period.
2. Complete this appeal form.
3. Bring the form (within thirty school days of the date of the decision) to the School Office for the Board Chair.
4. You may have an advocate assist you throughout the appeal.
5. You will be contacted by the school re: a hearing time. In an attempt to resolve the appeal, steps for appeal are:
 - Speak to the teacher/employee, or
 - Speak to the Principal/Supervisor, and if not resolved to your satisfaction,
 - Meet with the Appeal Committee of the Board.

Student's Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Address: _____

Telephone Number: Home: _____ Work _____

Email: _____

Student's Grade: _____

Teacher: _____

What decision of a school employee that significantly affects you or your child's education, health, or safety are you appealing?

When were you informed of the decision you are appealing and who informed you?

Who made the decision?

What steps have you taken to discuss the matter directly with the person who made the decision?

What are the grounds for the appeal to the Board? (How has the decision significantly affected your child's education, health, or safety?)

What relief is sought? What changes are you looking for?

Signature of the Person appealing

Date

Printed name of the Person appealing