



SCHOOL OF CHOICE

Student Appeals Policy

POLICY STATEMENT

Lakecrest Independent School recognizes that students and parents may sometimes disagree with decisions made by the Staff or Administration. Many student concerns can best be resolved through informal means at the school level. However, students and parents or caregivers have the right to formally appeal in writing to the Head of school a decision which significantly impacts them, in accordance with Section 22 of the Schools Act, 1997.

BACKGROUND

This policy outlines the process of appealing a decision made by staff or members of the Administration Team to the Head of School.

SCOPE

This policy applies to any decision which significantly impacts a student attending Lakecrest Independent School. Whether the issue is discipline, academic studies, or anything related to life in the school (including accusations of discrimination or harassment), the process outlined below should be followed.

POLICY DIRECTIVES

1. A student appeal shall be made in the name of a student. A parent or caregiver must initiate an appeal on behalf of a student, if the student is not 19 years of age.

2. All appeals must be submitted in writing and must be commenced within 15 days from the date the student or parent was informed of the decision being appealed.
3. Every effort should be made to resolve an issue informally. The first step prior to launching a formal appeal should be for the student or parent to discuss the matter with the person who made the decision, in most cases the teacher of that student.
4. Appeals concerning the decision of: a) A staff member shall be made to the Head of School; b) An Administrative Team member to the Head of School; c) The Head of School to the Chair of the Board of Directors.
5. The decision of the Head of School shall be communicated in writing within ten (10) days of receiving the appeal.
6. Where a student has been expelled by decision of the Head of School or under Section 37 of the Schools Act, 1997, a parent may appeal the expulsion. The request to have the expulsion reviewed must be submitted in writing to the Chair of the Board of Directors within fifteen (15) days of the effective date of the expulsion. Upon receiving such a request, the Chair of the Board of Directors shall investigate the circumstances of the expulsion and make an order upholding or reversing the decision of the Head of School to expel the student within fifteen (15) days of the receipt of the appeal.

DISCRIMINATION

Any person acting on behalf of Lakecrest shall not discriminate against a person on the basis of that person's race, religion, religious creed, political opinion, color or ethnic, national or social origin, sex, sexual orientation, gender identity or marital status. Any concerns raised by a parent or student about a member of the teaching or administrative staff must be communicated by the Head of School, who will consult with the Chair of the Board of Directors about the appropriate response by the school.