

Policy Name: Appeals Policy		Policy Number: 207
Created by: Board of Trustees	Version: 1.0	Approved: October 2018, reviewed September, 2021

Policy Statement:

The Board of Trustees of Lakeside School recognizes that parents have the right to appeal a decision of the school where such a decision significantly affects the education, health or safety of the student.

Principles and Procedures:

The following decisions may be deemed to significantly affect the education, health or safety of a student:

- Disciplinary suspension from school for a period exceeding ten (10) days;
- Exclusion from school for a health condition;
- Failure to provide an Individual Education Plan (IEP) to a student with a diagnosed disability that meets the Ministry of Education standards and thresholds for a designation;
- Failure to offer to consult with a parent regarding an IEP of a student with a diagnosed disability that meets the Ministry of Education standards and thresholds for a designation;
- Failure to respond to a complaint of bullying, intimidation, harassment or threat of violence by one or more students against another student;
- Any other decision that, in the opinion of the Board, significantly affects the education, health or safety of a student.

Filing an Appeal

It is the expectation of the Board of Trustees that the parent has discussed the issue in dispute in a constructive manner with the Principal before considering or filing an appeal. The appeal must be filed within thirty (30) days of the date the parent was informed of the decision unless the appellant can demonstrate that there are reasonable grounds to extend this time limit.

Should a parent wish to file an appeal, a Resolution Package will be made available from the Secretary of the Board of Trustees at boardsecretary@lakesideschool.ca. The Resolution Package must have the required information completed. Incomplete applications will not move forward for consideration. The Executive Committee of the Board will ascertain that the subject of the appeal complies with the requirements for an appeal and provide the Resolution Package to the Board. The Board will consider the appeal within forty-five (45) days of receiving the Resolution Package. Prior to the date of considering the appeal, the Board may

request a report on the issue under dispute from the Principal. The appellant shall receive a copy of this report.

Decision

The Board shall make any decision it considers appropriate in respect of the matter that is being appealed. The Board will promptly notify the appellant of the outcome. All decisions of the Board of Trustees are final.