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| Administrative Procedures Manual | Administrative Procedure 390 Appendix A |
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| | Appeals Matrix |
| | APPROVED: January 2025 |
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| | |
| LEGAL REFERENCE: | Education Act Student Records Regulation |

Background

The matrix helps to illustrate the types of decisions that can be appealed and ones that cannot be appealed.

Prior to appealing a decision, the Appellant must first have followed and completed the school dispute resolution process set out in Administrative Procedure 395 - School Level Complaint and Dispute Resolution Process.

As outlined in Section 42 of the Education Act, appeals to Board may be made when a decision significantly affects the education of a student or of a child enrolled in an early children services program operation by the board is made by an employee of the board or an employee authorized by the Board under sections 52(1) to make a decision.

Definition

Suspension: The removal of a student:

- From a class period (removal from class)
- From multiple class periods (in-school suspension)
- From school (out of school suspension)
- From transportation
- From any school related activity

Purpose

The purpose of the Appendix is to:

- Communicate to stakeholders who has decision making authority
- Provide consistent practice regarding the appeals of decisions in the division
- Identify decisions that can be appealed

Procedure

Appellants who have not completed the school dispute resolution process will be referred to that process.

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| Levels of Appeal | | | | |
|--|---|--|--|---|
| Specialized Services | | | | |
| Teacher | Principal | Superintendent/ designate | Board of Trustees | Minister of Education |
| Dispute regarding the provision of specialized services. | Dispute regarding the provision of specialized services. | Dispute regarding the provision of specialized services. | Dispute regarding the provision of specialized services. | Dispute regarding the provision of specialized services (Final) |
| Student Conduct | | | | |
| Teacher | Principal | Superintendent/ designate | Board of Trustees | Minister of Education |
| | Matters related to Expulsion | Matters related to Expulsion | Matters related to Expulsion. | |
| | Student Suspension matters up to 5 days (Final). | | | |
| Student Discipline that does not involve suspension. | Student Discipline that does not involve suspension (Final) | | | |
| Student suspension up to one class period (Final). | | | | |

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| Assessment | | | | |
|--|---|--|---|----------------------------------|
| Teacher | Principal | Superintendent/ designate | Board of Trustees | Minister of Education |
| Student Assessment matters that significantly affect the education of the child | Student Assessment matters that significantly affect the education of the child | Student Assessment matters that significantly affect the education of the child. | Student Assessment matters that significantly affect the education of the child | |
| Student Assessment matters that do not significantly affect the education of the child | Student Assessment matters that do not significantly affect the education of the child (Final). | | | |
| Enrollment and Registrations | | | | |
| Teacher | Principal | Superintendent/ designate | Board of Trustees | Minister of Education |
| | Registration and boundary approval | Registration and boundary approval (Final) | | |
| | Enrollment in a school of choice. | Enrollment in a school of choice (Final). | | |
| | Enrollment in a particular classroom or course (Final). | | | |

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| Other | | | | |
|---|--|------------------------------|----------------------|--------------------------|
| Teacher | Principal | Superintendent/ designate | Board of Trustees | Minister of Education |
| Student personal mobile device usage exemptions | Student personal mobile device usage exemptions (Final) | | | |
| Classroom Organization matters (Final). | | | | |
| Participation in school related activities such as extra curricular or field trips. | Participation in school related activities such as extra curricular or field trips (Final) | | | |