



**BURNABY**  
SCHOOL DISTRICT 41

# POLICY STATEMENT

POLICY NUMBER:

**1.20.00**

*developed by the Board of School Trustees of School District 41 – Burnaby  
in accordance with established procedures for policy development.*

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**POLICY TITLE: APPEAL OF DECISIONS BYLAW**

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**Date Adopted:** 1990-06

**CROSS REFERENCE(S)**

**Date(s) Revised:**

**Statutory : S.A. 11**

**Other:**

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## **PREAMBLE**

In the course of carrying out their duties, the Board's employees are required to make many decisions affecting the education, health, or safety of a student. The failure to make a decision may, in fact, be considered a decision in that a non-decision may affect a student.

The School Act requires that the Board establish a procedure whereby a student or his/her parents may appeal decisions which significantly affect the education, health or safety of the student.

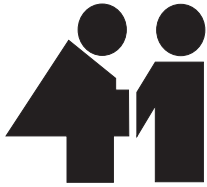
It is the position of the Board that appeal should be preceded by an appropriate consultative and problem-solving sequence but that such procedures should in no way constitute a barrier to appeal or final recourse to the Board.

## **BYLAW**

**THE BOARD REQUIRES THAT AN APPEAL OF ANY DECISION MADE BY ITS EMPLOYEES WHICH SIGNIFICANTLY AFFECTS THE EDUCATION, HEALTH OR SAFETY OF A STUDENT BE HEARD FIRST AT THE SCHOOL LEVEL AND THEN, IF NECESSARY, AT THE DISTRICT ADMINISTRATIVE LEVEL ON A CONSULTATIVE BASIS. IF THE MATTER CANNOT BE RESOLVED TO THE SATISFACTION OF THE STUDENT AND/OR THE STUDENT'S PARENTS, THE BOARD WILL THEN HEAR THE APPEAL.**

## **OBJECTIVES**

1. To safeguard the rights of students and their parents and to ensure their fair treatment.
2. To provide a means of appeal regarding decisions made by Board employees that may be considered to affect students adversely.



# ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

**1.20.01**

**BURNABY**  
SCHOOL DISTRICT 41

*established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.*

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## REFERENCE POLICY TITLE: **APPEAL OF DECISIONS BYLAW**

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**Date Adopted:** 1982-01

**CROSS REFERENCE(S)**

**Date(s) Revised:**

**Statutory :**

**Other:**

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### **BYLAW**

**THE BOARD REQUIRES THAT AN APPEAL OF ANY DECISION MADE BY ITS EMPLOYEES WHICH SIGNIFICANTLY AFFECTS THE EDUCATION, HEALTH OR SAFETY OF A STUDENT BE HEARD FIRST AT THE SCHOOL LEVEL AND THEN, IF NECESSARY, AT THE DISTRICT ADMINISTRATIVE LEVEL ON A CONSULTATIVE BASIS. IF THE MATTER CANNOT BE RESOLVED TO THE SATISFACTION OF THE STUDENT AND/OR THE STUDENT'S PARENTS, THE BOARD WILL THEN HEAR THE APPEAL.**

### **ADMINISTRATIVE PROCEDURES**

1. When a student and/or parent of a student wishes to question a decision made by a Board employee on the grounds that it significantly affects the education, health, or safety of the student, he/she/they will consult with the employee who made the decision.
2. If the matter is not resolved directly with the employee, the matter may then be discussed with the principal.
3. If the matter is still not resolved, the consultative process will continue with a member of the District administrative staff.
4. If consultation fails to satisfy the complainant, he/she must request in writing that the Board hear an appeal. The details pertinent to the appeal must accompany the request which shall be filed with the Superintendent.
5. The appeal will be held in camera by the Board in Committee of the Whole. The Board may request the presence of the complainant or any person(s) involved in the consultative process followed before the appeal.
6. The Board shall make a decision on the matter in question as soon as practicable after hearing the appeal and shall report that decision to the complainant.
7. The Board shall make any decision that it considers appropriate and such decision shall be final.