

## **APPEALS BYLAW**

**(A bylaw to establish the procedure for appeals under Section 11 of the School Act)**

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If the Superintendent denies the appellant the right of appeal, reasons for the decision denying the right of appeal must be given to the appellant in writing. The Superintendent will inform the appellant of the role of the Ombudsperson.

## 2. Written Notice of Appeal

Every appeal to the New Westminister Board of Education (Step 6) must be initiated by a written *Notice of Appeal: Form P13-01*. This form is attached to the end of this Policy or may be obtained from the school or school board office or from the district website, [www.newwestschools.ca](http://www.newwestschools.ca). It must be completed in full and submitted to the Superintendent. Assistance required in filling out this form is available upon request from the Superintendent's office.

## 3. The Appeal Process

Upon receipt of the *Notice of Appeal* form (Step 6), the Superintendent will inform the appellant in writing of the steps in the appeal process within 48 hours.

All steps in the appeal process must proceed in a timely manner.

Throughout the appeals process, the appellant and the employee(s) whose decision is being appealed must receive all documentation and appropriate information generated at each step within a reasonable length of time and be informed of the progress of the appeal at each step.

*NOTE: The appellant may choose to be accompanied by a support person of their choice throughout the entire appeals process and the employee(s) may choose to bring union representation where applicable. Where language may be a barrier, interpretation services may be provided upon request.*

### 3.1 STEP ONE:

- 3.1.1 The appellant shall meet with the employee(s) involved with the decision.  
***If there is no resolution, go to STEP TWO.***

### 3.2 STEP TWO:

- 3.2.1 The appellant shall meet with the principal or designate and the employee(s) whose decision is being appealed. This meeting shall include the following:
- 3.2.1.1 A report by the employee(s) indicating the decision and the rationale for the decision will be reviewed.
  - 3.2.1.2 Other District personnel and/or outside agency personnel may be requested to attend the meeting for consultation purposes.
  - 3.2.1.3 If there is no resolution, the principal or designate will notify the Assistant Superintendent or the Director of Instruction and will forward all available documentation
  - 3.2.1.4 The principal or designate will review with the appellant all steps in the appeals process as set forth by this Bylaw.
  - 3.2.1.5 The principal or designate will ensure the appellant receives a copy of all documentation and appropriate information that is being forwarded to the Assistant Superintendent or Director of Instruction.





