





Include in writing, the action which will take place to resolve the concern.

7. An appeal must be commenced within thirty (30) days of the date the student or parent/guardian was informed of the decision being appealed from, unless the student or parent/guardian initiating the appeal (the "Appellant") can demonstrate that there are reasonable grounds to extend this time limit.
8. An appeal shall be initiated by filing a notice of appeal with the Secretary-Treasurer to the Board.
9. The notice of appeal shall include the following information:
  - 9.1 The name, address, email address (if applicable), and telephone phone number of the Appellant, including the student's name, school, grade level, and home room teacher;
  - 9.2 A description of the decision that is being appealed and its effect on the education, health or safety of the student;
  - 9.3 The name of the employee who made the decision;
  - 9.4 The date the Appellant was informed of the decision being appealed;
  - 9.5 The grounds of the appeal and the action requested; and
  - 9.6 The steps that the Appellant has taken to discuss the matter directly the person who made the decision or with other school or District employees.
10. Where the Appellant is a student under the age of nineteen (19) years, the Board shall provide a copy of the notice of appeal to the parent/guardian(s) of the student.
11. Upon receiving the notice of appeal, the Secretary-Treasurer will notify the Board, the appropriate Assistant Superintendent and the employee whose decision is being appealed, of the appeal.
12. The Secretary-Treasurer or his/her designate is responsible for reviewing the notice of appeal 9 the Board.0

18. The Board may provide directions for the hearing of the appeal.
19. The Board may, prior to the Board hearing the appeal or at any other time, require the Appellant discuss the decision being appealed with persons directed by the Board.
20. The Board may establish a committee of one or more persons who have not been involved in the decision under appeal, for the purpose of investigating an appeal and the committee shall report to the Board as directed.

#### Board Hearing

21. The Board may hold an oral hearing in respect of the appeal and/or may decide the appeal based upon written submissions. Oral hearings will be held in a closed session and the Superintendent of Schools shall act as an advisor for the Board.
22. The Board may make any interim decision it considers necessary pending the disposition of the appeal.
23. The Board shall advise the Appellant, the appropriate Assistant Superintendent and the employee whose decision is being appealed, whether the appeal will be determined based upon written submissions and/or an oral hearing and on any directions established for the hearing of the appeal, including the time frame for oral and/or written submissions.
24. Where the Board decides to hold an oral hearing, the Appellant, the appropriate Assistant Superintendent and the employee whose decision is being appealed, shall be provided with written notice of the date, time and location of the hearing.
25. The Board may ask questions of any person appearing at the appeal hearing.
26. The Board may adjourn the hearing at any time to obtain additional information where it considers such information would assist the Board in determining the appeal.
27. During the appeal process, the Appellant may be accompanied by an advocate, support person and/or interpreter/translator.
28. The Board shall make any decision that it considers appropriate in respect of the matter that is being appealed and any preliminary matters.
29. The Board shall decide the appeal based on the oral and/or written submissions presented to it and any other information obtained by the Board in accordance with this Bylaw.
30. The Board must make a decision as expeditiously as possible and within 45 days from the date the notice of appeal was received in an acceptable form.
31. The Board shall promptly notify the Appellant, the Superintendent and the employee whose decision was appealed of the decision of the Board and shall provide written reasons for the decision as soon as practicable.\*

