



Section Four: Students

"Together We Learn"

**460.2R – APPEALS
(REGULATIONS)**

APPEALS RELATED TO STUDENT PLACEMENT

If possible, an appeal related to a student placement should be resolved at the school level in accordance with Policy 405: Student Placement, using the following procedure.

If a resolution cannot be reached at that level, Appeals Bylaw Form 460 may be used to initiate an appeal to the Board of Education.

Procedure:

1. Decisions relating to capping of a class, school or program are made by the Superintendent of Schools or designate.
2. Appeals against such decisions should initially be made to the Superintendent or designate who made the decision.
3. If a resolution cannot be reached, the Superintendent or designate shall invite the appellant to appeal to the Board.
4. Decisions relating to student transfer requests are made by the principal of the receiving school.
5. Appeals against such decisions should initially be made to the principal who made the decision.
6. If a resolution cannot be reached at that level, the decision may be appealed to the Superintendent or designate.
7. If a resolution cannot be reached, the Superintendent or designate shall invite the appellant to appeal to the Board.
8. An appeal to the Board regarding a decision on either capping or a student transfer request may be made by the parents/guardians of the student within fifteen school days of receiving the Superintendent's decision.