



SEPTEMBER START-UP DIRECTIVE - APPEALS AND FINANCIAL HARDSHIP PROCESSES

Context

School-based Principals/Vice-Principals are required to provide notice of the Central Okanagan Public Schools' Appeals Process (Board Policy 3090) and of the position that students will not be excluded from any educational program due to financial hardship. The purpose of this Administrative Procedure is to provide direction regarding these notifications.

Procedures

1. The Principal or Vice-Principal will inform students, parents, and guardians of the existence and availability of Policy 3090 - Appeals at least annually. The wording to be used for these notifications is as follows:

The Central Okanagan Public Schools' Appeal Process

Policy 3090 – Appeals states that “A student or a parent of a student who is entitled to an educational program in the Central Okanagan Public Schools may appeal a decision of an employee of the Board of Education which significantly affects the education, health, or safety of the student”. For a complete description of the Appeals Policy along with the recommended steps to follow in attempting to solve a problem, please refer to Policy 3090 – Appeals that can be accessed from the Board Policies link under the Board of Education heading on the Central Okanagan Public Schools homepage at www.sd23.bc.ca.

2. School-based Principals/Vice-Principals will also notify students, parents, and guardians of the Central Okanagan Public Schools' Financial Hardship Clause. This notification must be provided at time of registration and on an annual basis through newsletters and notices using the following wording:

The Central Okanagan Public Schools' Financial Hardship Clause

The Board of Education has indicated “that a student will not be excluded from any educational program due to financial hardship”. This provides for the private and confidential consideration of financial circumstances of individual students and families, while preserving the dignity of families which may be unable to pay. Please contact the school Principal if you are facing a financial hardship that may restrict the ability of your child to access a school program.

Date Agreed: October 1, 2015

Date Amended: June 1, 2017

Relevant Board Policy: [Policy 3090 - Appeals](#)

Developed by: Superintendent of Schools

Related Documents:

September Start-Up Directive - Appeals and
Financial Hardship Processes

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