



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 460) and of the position that students will not be excluded from any educational program due to financial hardship (Board Policy Regulation 425R). 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 460 - Appeals at least annually. The wording to be used for these notifications is as follows:

The Central Okanagan Public Schools' Appeal Process

Policy 460 – 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 460 – Appeals that can be accessed from the 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

Within Board Policy Regulation 425R – Student Fees (www.sd23.bc.ca), the Board of Education has indicated “that a student will not be excluded from any educational program due to financial hardship”. This clause in the Regulations 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.

Relevant Board Policy: 460: Appeals, 425R: Student Fee Regulations

Developed by: Deputy Superintendent of Schools

Date Agreed: October 1, 2015

Date Amended: June 1, 2017

Related Documents: September Start-Up and June Year-End Schedule for Elementary Schools