

**POLICY 200.5-**  
**CONFLICT RESOLUTION STEPS FOR STUDENTS, PARENTS AND**  
**HOMESCHOOLS**

Step-by-step process for parent/guardian and the homeschools to follow when they encounter a problem with the educational programming of School District 73 Business Company.

**Step One Talk to the Teacher**

It is important that parents and the home school administration discuss concerns with the student's teachers and hear all sides of the problem.

**Step Two: Talk to the Director of School District 73 Business Company**

If conversation with the teacher does not bring about a solution, then talk the Director of School District 73 Business Company. The Director has the autonomy and authority to solve different kinds of problems.

**Step Three Contact the Board Office**

If you feel you have thoroughly discussed your problem with staff and you still have concerns, contact the Vice-President of 73 Business Company. In some instances, the President can also be brought in to intervene in cases of significant problems, issues, or conflict.

**Step Four Appeal Process**

SD73 Business Company has a policy allowing students, parents and the homeschool to appeal in cases that "are deemed to significantly affect the education, health or safety of a student." Policy 200.6 outlines the appeal process.

## **POLICY 200.5-**

### **APPEAL PROCESS FOR LEARNERS AND PARENTS/GUARDIANS/HOMESCHOOL**

1. A student entitled to participation in an educational program in SD73BC or his/her parent/guardian and homeschool, may appeal a decision of an employee if such decision significantly affects the education, health, or safety of the student. If a student under the age of 19 years initiates the appeal, a copy of the appeal will be sent to his/her parent/guardian.
  - 1.1. Expulsion from the distributed learning courses or program.
  - 1.2. Suspension from distributed learning courses or program.
  - 1.3. Bullying behaviours, including intimidation, harassment, or threats of violence by a student against another student.

#### 2. Initial Steps

- 2.1. The formal appeal process will apply only after the following administrative procedures have failed to resolve the issue within a reasonable time.
- 2.2. First, the student and/or parent must either meet with the employee who made the decision in question or the Director of the program.
- 2.3. Second, if the matter is still not resolved, the student, parent or home school must meet with the Vice-President or designate of School District 73 Business Company-Assistant Superintendent or designate having jurisdiction to solve the problem.
- 2.4. Grounds for Appeal to the President of School District No.73 Business Company/School-Superintendent of School District No.73 Kamloops-Thompson.

#### 3. Appeal Procedure

Every appeal to the President must be initiated by a written Notice of Appeal directed to the President (with copies to the employee whose decision is the subject of the appeal and the Director and Vice-President or immediate supervisor of the employee).

#### 4. The Notice of Appeal shall state:

- 4.1. The name, address, and school placement of the student (including, where appropriate, grade level and homeroom teacher).

- 4.2. The name and address of the person(s) making the appeal.
- 4.3. The decision which is being appealed.
- 4.4. The date on which the student and/or parent or guardian bringing the appeal were informed of the decision.
- 4.5. The grounds for the appeal.
- 4.6. Summary of the steps taken by the student and/or parent or guardian/homeschool to resolve the matter.

## 5. Action of the President

- 5.1. Upon receipt of a Notice of Appeal, the President or designate must provide a copy of the Notice of Appeal to the employee whose decision is the subject of the appeal and must invite a written response from the employee and from the Director or immediate supervisor of the employee. The Vice-President or designate, must prepare a report concerning the matter and must provide a copy of this report to the student and/or parent or guardian bringing the appeal, the employee(s) whose decision is the subject of the appeal, the Director or immediate supervisor of the employee and the President. The President must consider an appeal only after the Vice- President as determined that efforts have been made to resolve the matter in question through the consultation process as outlined in Section 1 and 2.
- 5.2. The Notice of Appeal must be initiated in a timely manner. The President will invite written submissions from the student and/or parent or guardian bringing the appeal and may decide the appeal based on the written submissions. The President may invite oral submissions from the appellant, the employee whose decision is the subject of the appeal and the Director or immediate supervisor of the employee; or take any other steps deemed desirable or necessary. Where the President considers it desirable to receive oral submissions, it shall set a time, date and place for this purpose and shall give notice to all parties concerned. At any time during the appeal process, the appellant is entitled to be accompanied by a parent, advocate, support person or interpreter/translator. Appellants must inform the President at least two days prior to the appeal being heard.
- 5.3. Appellants may choose to make their appeal in writing only. In such instances the appellants must be given copies of any written information to the President in reaching a decision and must be given an opportunity to reply to any such written information.

- 5.4. The President must decide the appeal based on the oral and/or written submissions and reports presented to it.
- 5.5. The President may make any interim decision it considers necessary pending the disposition of the appeal.
- 5.6. The President may request the Vice-President or designate to investigate matters pertaining to appeals and to make recommendations on whether an appeal should be heard. In such circumstances, the President or designate must prepare a written report to the President and must provide a copy to the appellant and to the employee involved.
- 5.7. The President must make a decision within forty-five (45) days of the date on which the appeal was received, and shall make the award as soon as practicable after all the information is gathered and shall promptly notify, in writing, the appellant, the employee involved, and the Vice-President and the Director, or the immediate supervisor of the employee of their decision.
- 5.8. The President may refuse to hear an appeal where:
  - a. the appeal has not been initiated within a reasonable time from the date the decision affecting the student's education, health or safety was made; or
  - b. the appellant has refused or neglected to take the initial steps set out in Section 1 and 2.
  - c. President determines that the decision does not significantly affect the student's education, health or safety

## 6. Procedure for Hearing Appeals

- 6.1. The President will ensure that all parties concerned have received written information pertinent to the appeal prior to the appeal being heard.
- 6.2. At the end of the appellant's submissions, the President may ask questions to clarify the appellant's position.
- 6.3. President will then listen to the Vice-President or designate without interruption as he/she presents his/her submissions.
- 6.4. The President will then decide whether to uphold or set aside the decision Vice-President or designate.
- 6.5. The decision must be communicated in writing by the President, his/her parent/guardian, the employee, Vice-President and Director.