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## Rationale

In order that all concerns can be given respectful attention a process is required that provides clear procedures for addressing these concerns in a fair manner.

The regulations provide a process that can be communicated to all members of the school community and others who may have concerns about the school, its employees, students or parents.

## Definitions:

- days for the purpose of this policy refers to days the school is in session.

means a person with first-hand knowledge of the event leading to a suspension, indefinite suspension and/or recommendation for expulsion.

- a) disciplinary suspension from school for a period in excess of five (5) consecutive days;
- b) suspension from school for a health condition;
- c) grade promotion or graduation;
- d) any other decision that significantly impacts the present or future educational program of the student.

## Policy

Concerns of individuals and/or groups will be addressed in a spirit that reflects the philosophy of the Catholic Independent Schools of the Diocese of Victoria (CISDV). Those concerned will try to resolve the issue in a Christian manner respecting each other's point of view. The attendant regulation to this policy provides steps to be taken if an agreeable solution cannot be achieved at a particular level.



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## COMPLAINTS FROM NON-EMPLOYEES (STUDENTS AND PARENTS)

### REGULATIONS

#### Complaints Related to Decisions made by School Personnel

A parent/guardian who has a concern regarding any educational matter which





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This appeal is to be sent directly to the Chair of the LSC. Once received, the LSC will notify the Principal an appeal has been filed. All communication and arrangements regarding the appeal will be made by the Chair or designate of the LSC.

LSC who will:

- review the available information

- form a sub-committee (called LSC Committee) who will meet with both parties to:

- review available information
- document the proceedings
- refer to any additional school or CISDV policies in addition to the ones identified by the complainant and/or principal that are relevant to the appeal
- listen to presentations and responses from both sides
- seek an agreeable solution or if this is not possible, to make a final decision in regard to the appeal and/or application for reinstatement.

The procedure to be followed in conducting the hearing is as follows:

- 1.4.1 Persons Present: At least three members of LSC, Designated Pastor, School Counsellor and/or staff member (if applicable), Principal, Parents/Legal Guardians, and Student(s). NOTE: Student attendance is optional depending of age, maturity and situation for the student.
- 1.4.2 The Committee will review school or CISDV policies relevant to the appeal prior to the meeting.
- 1.4.3 The chairperson or a designated member of the Local School Council will chair the meeting;
- 1.4.4 The chairperson will provide an overview of process for the appeal and/or request for reinstatement.
- 1.4.5 Principal will give his/her report on the issue(s) which precipitated the decision under appeal. *If the appeal is based on a decision made by a*



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*school employee other than the principal, he/she shall also provide a report on the issue.*

- 1.4.6 Parents/guardians and student will be provided the opportunity to question contents of Principal's and/or employee's report.
- 1.4.7 LSC Committee members, parents/guardians and student may ask questions of the Principal and/or employee.
- 1.4.8 LSC Committee members, principal, and/or employee may question the student and/or parents/guardians.
- 1.4.9 Parents/guardians with student may talk with the LSC Committee alone, without the Principal and/or employee present.
- 1.4.10 Principal and/or employee may talk to the LSC Committee without the parents/guardians and/or student present.
- 1.4.11 Parent/guardians and/or LSC Committee members may then ask the student to leave to talk with parents/guardians alone.
- 1.4.12 LSC Committee may determine the need to speak to witnesses of the event leading to the decision under appeal.
- 1.4.13 LSC Committee, Principal, and/or parents/guardians and student reconvene for final comments.
- 1.4.14 Parents/guardians, student and principal are thanked and dismissed.
- 1.4.15 LSC Committee may make a recommendation of solution to both parties. If the parties are not agreeable with the suggested solution, the LCS Committee will make a final decision on the appeal.
- 1.4.16 After considering all the relevant information and if no agreeable solution is reached, the Local School Council will make a final decision in regards to the complaint or application for reinstatement. This decision is to be conveyed to all parties orally and in writing, notifying the parents/guardians of their right to appeal to the Board of Directors within 7 days of receiving their decision.
- 1.4.17 The decision of the LSC Committee is communicated at the next regular meeting of Council (in camera).





3. State the decision:

4. Please provide information about the decision being appealed:

5. Give Reasons for appealing the decision including any policies you deem relevant to the situation:

6. Suggest a solution that would satisfy you:



