

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	300 - STUDENTS	CODE:	AP 391
PROCEDURE:	APPEALS OF STUDENT EVALUATION		

BACKGROUND

Students have the right, under law, to natural justice. Students have the right to appeal the course mark or assessment of progress provided by a teacher.

PROCEDURES

1. Every decision must be directed toward the educational interests of the student and must consider the impact of the decision on the total population of students served and the availability of resources.
2. Students wishing to appeal a course mark or assessment shall contact the teacher directly to discuss the assessment and attempt to resolve any areas of disagreement within two (2) weeks of having received the mark or program placement.
3. If the disagreement has not been resolved, the student shall within one (1) week of having met with the teacher, appeal to the Principal in writing. The appeal shall outline the following:
 - 3.1 The nature and basis for the appeal; and
 - 3.2 The student's expectations from the appeal.

A form has been prepared and included in the Forms Manual to assist a student, or parent, in appealing to the Principal.
4. The Principal will acknowledge receipt of the appeal and advise the student of the expected date of a decision.
5. The Principal shall investigate the circumstances involving the appeal in the following manner:
 - 5.1 Arrange for a personal hearing by the student;
 - 5.2 Consult with the teacher involved;
 - 5.3 Analyze the assessment instrument and procedures;
 - 5.4 Review the Administrative Procedures dealing with student evaluation; and
 - 5.5 Assess the fairness and reasonableness of the assessment and the appeal.
6. The Principal will communicate the decision on the appeal to the student and the teacher in writing and identify the basis for the decision.

7. Should the student remain dissatisfied with the decision of the Principal, an appeal may be directly to the Director.
8. The student shall submit the appeal to the Director in writing and provide the basis for the appeal and outline the steps that have been taken to attempt to resolve it. A copy shall be provided to the Principal, and to any other parties directly involved in the grievance. Appeals shall be filed with the Director within fourteen (14) days of any final attempts to resolve the matter at the school level.
9. An appeal at the Division level may be initiated by any party directly involved in the matter under dispute. However, such appeals shall be only after all attempts at resolving the problem at the school level have proven unsuccessful.
10. The decision of the Director or designate shall be conveyed to all parties concerned, in writing, as soon as possible.
11. This administrative procedure is in no way intended to abridge the discretionary powers granted to schools by the Minister in the matter of school graduation, or the assignment of marks in any particular grade. Appeals of Diploma Examination marks shall be in accordance with Saskatchewan Learning regulations, available from schools or the Division Office.

Reference: Sections 108, 109, 148, 175, 231 Education Act

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