Q: How do I contact the Secretary Treasurer?

A: The Secretary Treasurer can be reached by:

- Email: appeals@vsb.bc.ca
- Mail: 1580 West Broadway, Vancouver, BC V6J 5K8

Q: What if I am not comfortable understanding or expressing myself in English?

A: Your principal can support your request for language assistance through the support of a VSB Multicultural Liaison Worker in your native language. VSB Multicultural Liaison Workers can support translation and help answer any questions you may have.

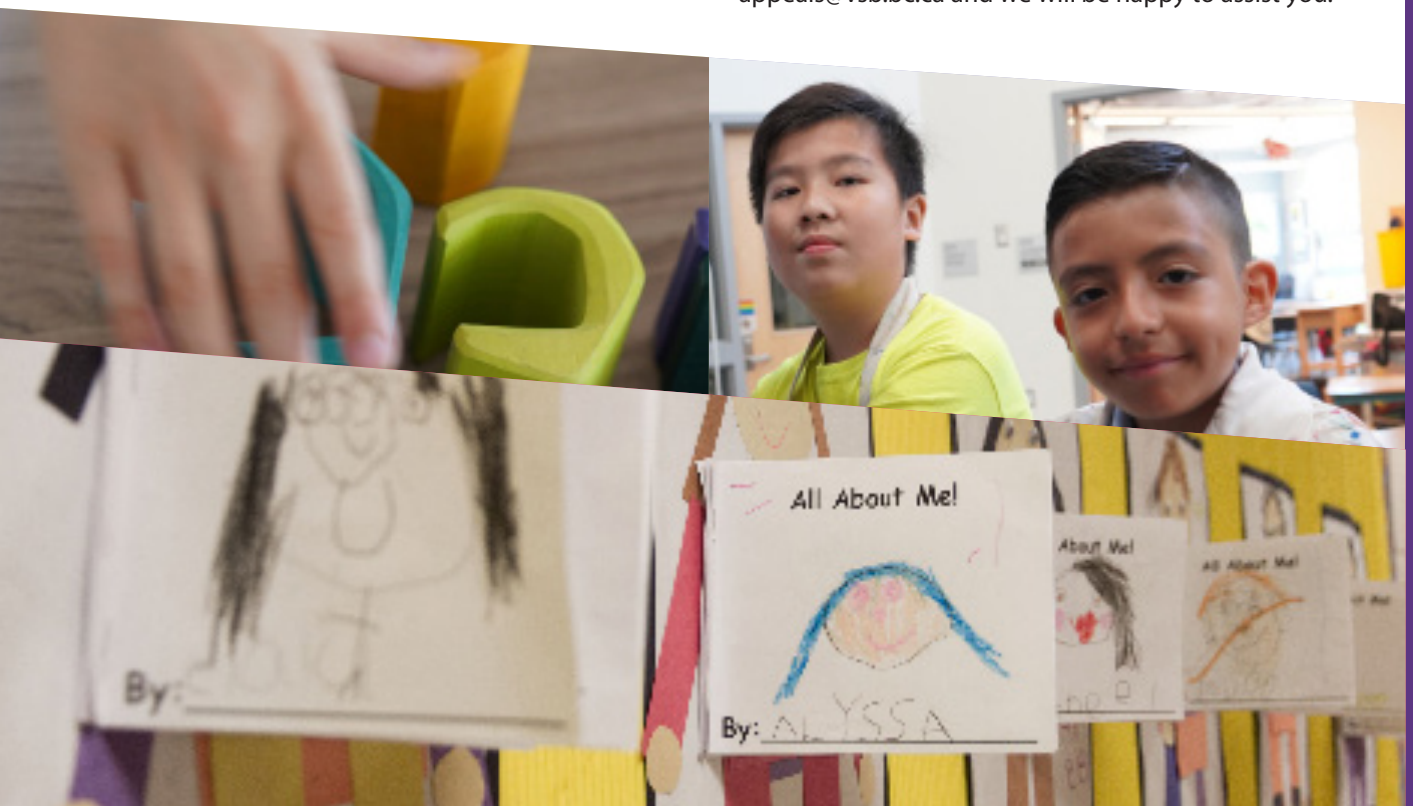
Q: Should I contact the trustee assigned to my school to help me resolve the issue?

A: While trustees welcome communication with parents, they cannot become involved in specific school issues because of the conflict that may occur should you later wish to appeal the issue to the Board of Education.

Q: Is there a resource to help me?

A: The BC Confederation of Parent Advisory Councils (BCCPAC) provides resources to support parents through their website and advocacy support team. Parents can visit the BCCPAC website or contact BCCPAC directly by email (info@bccpac.bc.ca) or phone (604-474-0524 or 1-866-529-4397).

Please see Appeal Policy and Procedures Bylaw.
If you have questions about the procedure, you may wish to contact the Secretary-Treasurer's Office at appeals@vsb.bc.ca and we will be happy to assist you.





VSB Vancouver School Board

Parent and Student Appeal Guide





APPEAL PROCESS

The Vancouver School Board recognizes and respects the fact that parents and students may strongly disagree with decisions made by school employees that *significantly affect the health, education or safety of a student at school.* In this rare case a formal Appeal may be launched in accordance with the Appeal Policy and Procedures Bylaw.

WHAT IS CONSIDERED SIGNIFICANT?

The determination of whether a decision significantly affects a student's education, health, or safety will be made on a case by case basis. The following will typically be considered significant:

- expulsion from an educational program;
- suspension from an educational program for more than five (5) school days;
- suspension from an educational program where no other educational program is made available;
- transfer of a student from one school to another for disciplinary reasons;
- distributed learning required as part of a disciplinary matter;
- a decision not to provide a student with an Individual Education Plan (IEP);
- grade promotion or graduation;
- consultation about placement of a student with special needs and the provision of an IEP;
- bullying behaviours including intimidation, harassment or threats of violence by a student against another student;
- exclusion due to a medical condition that endangers others.

CONFLICT RESOLUTION

The Appeal Policy and Procedures Bylaw outlines the Board's expectation that prior to filing an appeal, the steps outlined as part of the Conflict Resolution Process are taken to try and resolve the concern. An appeal to the Board is normally from the decision of the highest supervisory officer who dealt with the matter in the conflict resolution process, which would typically be the Associate Superintendent.

HOW TO FILE AN APPEAL

Appeals must be started within fifteen (15) days of the completion of the Conflict Resolution Process for School-Based Concerns,unless good reasons are shown why the time should be extended.

To start an appeal, please complete the form entitled *Notice of Appeal*.

Once the form has been completed, please submit to the Secretary Treasurer at appeals@vsb.bc.ca, or by mail to the attention of the Secretary Treasurer at 1580 West Broadway, Vancouver BC V6J 5K8.

APPEAL REVIEW

The *Notice of Appeal* will be reviewed to ensure the issue relates to a specific decision made by an employee that significantly affects the health, education or safety of a student.

Your *Notice of Appeal* will be shared with the Superintendent for review.

After review by the Superintendent, the appeal may proceed directly to the Board of Education and you will be contacted by the Secretary Treasurer regarding the process. The Board of Education is required to make a decision within 45 days of receiving the appeal and the Board decision is final.

Alternatively, if the Superintendent reviews the appeal and does not agree that the matter significantly affects the health, education or safety of a student or if the Conflict Resolution Process has not been pursued prior to filing an appeal, the appeal will not proceed, and you will be contacted in writing about possible alternatives for pursuing your concern.

In some cases, you may disagree with the Superintendent's determination and may still request to pursue your appeal through the Secretary Treasurer as outlined in Appeal Policy and Procedures Bylaw. The Secretary Treasurer may convene a quorum of the Board to first decide on whether the issue warrants appeal. The Board's decision is final.

