

APPEALS TO THE BOARD

Section 41 of the Education Act of Alberta (Act) states that, "A board shall establish a policy respecting the resolution of disputes or concerns at the school level between parents and school staff that supports a cooperative and collaborative learning environment for students."

The Superintendent is responsible for providing a timely resolution of disagreements by those involved. The Board expects the use of co-operative and collaborative approaches to resolve matters of disagreement or dispute. It is expected that, in this way, most disagreements or disputes will be resolved at the local level, in keeping with the Catholic principle of subsidiarity.

1. When attempts to resolve the dispute have been unsuccessful at the local level, the Board of Trustees of Christ The Redeemer Catholic Separate School Division (Board) believes that fair and reasonable appeal processes should be in place.
2. Section 42 of the Act states that where a decision of an employee of a board significantly affects the education of a student, (a) the parent of the student, and (b) in the case of a student who is 16 years of age or older, the student, or either of them may within a reasonable time from the date that the parent or student was informed of the decision appeal that decision to the Board.
3. Appeals of decisions made by Division staff shall be handled as follows:
 - Appeals Regarding Staff Issues:
 - The appeal of decisions regarding staff issues shall be made in writing within 14 calendar days of the decision and presented first to the supervisor who made the decision.
 - If the employee remains dissatisfied, an appeal can then be made in writing to the Superintendent within 14 calendar days of the written receipt of the appeal decision. The Superintendent's decision shall be final.
 - Appeals Regarding Students:
 - A principal's decision that significantly affects the education of a student may be appealed by the parent or, in the case of a student who is 16 years of age or older, by the student. Appeals shall follow the following process:
 - The parent or, in the case of a student who is 16 years of age or older, the student, shall first meet with the principal in an attempt to resolve the issue. If the parties are not able to resolve the issue, an appeal in writing may be made to the Superintendent within 14 calendar days of the decision;
 - The Superintendent shall within 14 calendar days of the receipt of the appeal, meet with the parties in an attempt to resolve the issue. The decision of the Superintendent shall be presented in writing to the parties within seven calendar days of hearing the appeal; and
 - Following receipt of the decision of the Superintendent, the parent or, in the case of a student 16 years of age or older, the student, may appeal the decision of the Superintendent to the Board and shall do so in writing within 14 calendar days of the decision.

4. The process for appeals regarding student matters to the Board is as follows:
- The written submission shall clearly state the issue at hand and the reasons for the appeal.
 - A committee consisting of three Trustees shall hear the appeal.
 - Upon receipt of an appeal to the Board, the Superintendent, or designate shall
 - Schedule the appeal meeting.
 - Advise in writing those making the appeal of the time and location of the meeting.
 - Inform those making the appeal of the procedures to be followed.
 - Inform those making the appeal that they may request postponement of the meeting and the Board will determine a reasonable length of time for the postponement.
 - Inform those making the appeal that the decision of the Board may be reviewed by the Minister of Education.
 - The committee shall provide those making the appeal of its decision in writing within seven calendar days of hearing the appeal.

Approved: February 29, 2020

Amended: April 17, 2025