

KIS Society Appeals Policy and Procedures

Parents and Students

It is recommended that you initially speak to the teacher to try to resolve an issue. Then talk to the Principal, and if there is still no resolution, which you are satisfied with, contact the Board of Directors in writing and then make an appointment to address them directly.

Procedural Fairness

It is important to us as an organization that the procedures followed in making decisions affecting students or staff members are fair, and are seen to be fair. Fair procedures reassure students, parents and staff by providing integrity and consistency in respect to decisions made in the school, which in turn will help to avoid misunderstandings and disputes.

- If KIS is intending to consider a matter which may affect a person's rights, that person will be informed of the matter: the person will be given a reasonable opportunity to make oral written submissions to:
 - KIS Society on the matter being considered;
 - The person is entitled to know and answer the case against them, that is to say be informed of and given the opportunity to respond to all information submitted which might influence a decision, prior to the decision being made;
 - The person will be told the reasons for the decision;
 - KIS Society will act in a manner, which is unbiased, fair, and open-minded.

Procedural Fairness Regarding Student Infractions

Students will be treated with respect and dignity and will know what is expected of them. KIS Society has a code of conduct and rules that are signed by both the parent and the students to ensure that they are aware of the expectations of the school.

The requirements of procedural fairness; depends on the seriousness of the matter being decided. At the low end of the scale, an informal meeting between the principal or teacher and the student will appropriately deal with a minor infraction.

A decision respecting the possible suspension or expulsion of a student will be considered at the high end of the scale because of the serious implications for the student. These cases call for careful observance of all elements of procedural fairness and a full hearing.

In accordance with school policy, a student who is accused of breaching a rule will be notified of that of which he/she is accused, with the essential facts of what he/she is alleged to have done. In more serious cases, parents will be notified.

An accused student will be given the opportunity to tell his/her side of the story in the form of an interview. This will then be recorded by the person conducting the interview and signed by the student. Where the incident is minor, the principal or teacher concerned can satisfy this. In more serious cases, the principal will become involved, and finally if the principal and student/parents cannot reach a satisfactory decision, then the principal and/or parents/student may appeal to the Board of Directors in writing for a full hearing process.

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Student/Parent Appeals

In the case that a student and/or parent or the principal are not satisfied with the outcome of addressing a concern or issue together, they may appeal to the Board of Directors in writing for review of the issue. If a student or parent has concerns about the conduct of the principal, they may appeal to the “school official” on the Board of Directors for review, and possibly a full hearing. The Vice President and Chair of the Board in designated the “school official”. KIS

Full Hearing Process with Board of Directors

- In selecting the persons to hear an appeal, the Board of Directors will avoid those who have a close out of school relationship, family ties, or adversarial relationship with the student or student’s family, or a staff member who is closely involved in the incident.
- Since Kimberley is a small community, it may be difficult to find persons who do not have an appearance of bias regarding a particular appeal. In such situations the school will appoint a person(s) from outside the school community to handle the appeal.
- The purpose of a full hearing is to give the student/parent the opportunity for a fair and unbiased review of the original decision.
- The process will be limited to a review of the procedures followed by the original decision maker to ensure fairness and correctness. The Board does not have the power to overturn the original decision unless the Board found that a procedure was unfair or incorrectly implemented. In which case the Board would review the decision.
- If the dispute warrants a full hearing with the Board of Directors, then the student/parent and principal will be given the opportunity to present their perspectives on the issue at hand.
- The principal and the student/parent will be asked to leave the room while the Board of Directors discuss the matter and come to a decision.
- The principal and student/parent will then return to hear the final decision.
- There will be no retribution for pursuing an appeal or review.