

## Administrative Procedure 390

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### APPEALS – STUDENT PLACEMENT

#### Background

The Division is committed to a fair process to review or appeal student placement decisions. The review and appeal process strives for resolution of disagreements between the school/Division and students and/or parents/guardians regarding:

- The designation of a special needs student;
- The placement of the student;
- The program provided for the student.

#### Definition

A student with a diverse need is defined in Directions for Diversity: Enhancing Supports to Children and Youth with Diverse Needs provided by Saskatchewan Education, and includes students with learning disabilities, behavioural disorders, intellectual disabilities, chronic illness, orthopaedic disabilities, multiple disabilities, visual disabilities, and students who are hearing impaired.

#### Procedures

1. Every student placement decision must be directed toward the education interest of the student and will consider the impact of the decision on the total population of students served and the availability of resources.
2. The staff in the Division will make every effort to resolve concerns with regard to program, placement or designation of students together with the parents at the local level.
3. “Placement” is subject to review only in those cases where it is directly related to appropriateness and effectiveness of the program and not on the basis of preference or convenience.
4. General guidelines for decisions related to the designation, placement and/or program of a student with diverse needs are:
  - 4.1 A student services team consisting of the learning support teacher, and/or Response to Intervention teacher, classroom teacher(s), Principal, parents/guardians, and student (when appropriate) are to be involved in the decision making process. When appropriate, the student services counsellor or other supports shall be included in this team;
5. Failing resolution at the school level, a student and/or parent/guardian may make a request in writing for an appeal to the Superintendent of Schools identifying the decision they want reviewed.

- 5.1 An appeal at the Division level may be initiated only by a party directly involved in the matter under dispute.
6. Within three (3) school days of the request, the Superintendent of Schools will respond in writing, outlining the steps in the review process and the anticipated timeline for the review.
7. Within five (5) school days of the request, the Superintendent of Schools will conduct an investigation. The investigation may include any of the following:
  - 7.1 A meeting with the student and/or parent or guardian that would:
    - 7.1.1 Provide them an opportunity to receive and examine school records;
    - 7.1.2 Allow them to present information concerning the decision under review.
  - 7.2 An examination of marks/records/reports;
  - 7.3 Consultation with parties who may have information relevant to the matter;
  - 7.4 Consultation as required with other agencies.
8. The Superintendent of Schools will present the findings and make a recommendation to the Director who will render a decision.
9. The Director may accept the recommendation, modify the recommendation, overturn the recommendation, or may ask for further information.
10. The decision of the Director or designate shall be conveyed in writing to all parties concerned in the matter as soon as possible.

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