



**Appeals Policy  
for**

**Pattison High School**

981 Nelson Street

Vancouver, BC

V6Z 3B6

**New Draft Date: March,  
2026**



## Pattison High School Appeals Policy (Revised March 2026)

*(Aligned with FISA BC's Procedural Fairness and Best Practice Guidelines, 2007)*

### 1. Purpose and Scope

Pattison High School (PHS) recognizes the right of students and their parents/guardians to appeal decisions that significantly affect a student's educational experience, standing, or well-being.

This policy provides a fair, transparent, and accessible framework for resolving disputes and appeals in a timely and impartial manner.

This policy applies to:

- Academic decisions (e.g., grades, promotion, program placement)
- Disciplinary decisions (e.g., suspension, expulsion)
- Administrative decisions (e.g., withdrawal, attendance status, eligibility for programs or activities)
- Other matters where a student or family believes that a decision has been unfair, inconsistent, or procedurally flawed.

### 2. Guiding Principles of Procedural Fairness

All appeals at PHS are guided by the principles of *procedural fairness* (natural justice), as described by the Federation of Independent School Associations (FISA BC):

1. Right to Notice: A person must be informed when a decision may affect their rights or interests.
2. Right to Be Heard: A person must have a reasonable opportunity to present their side of the story before a decision is made.
3. Right to an Impartial Decision-Maker: Decisions must be made by individuals free from bias or conflict of interest.
4. Right to Reasons: The reasons for any decision must be clearly communicated.
5. Respect and Dignity: All interactions are conducted respectfully and without discrimination or reprisal.

### 3. Definitions

- **"Appellant"** means the student (or their parent/guardian, where applicable) initiating the appeal.
- **"Respondent"** means the teacher or academic authority whose decision is being appealed (or their designate).
- **"Appeals Committee"** means a committee constituted under this policy to hear appeals.
- **"Working days"** means school days (i.e. days when the school is open for instruction).



#### **4. Appeals Process Step 1: Informal Resolution**

Most disputes can and should be resolved informally at the school level.

- Academic concerns: Students should first speak directly with their teacher to clarify grading or assessment issues.
- Behavioural or administrative concerns: Students should first meet with their advisor or supervising staff member.

If a satisfactory resolution is not reached within a reasonable time, the student or parent/guardian may proceed to a formal appeal.

#### **5. Appeal Process Step 2: Written Appeal to the Principal**

5.1 The student or parent/guardian must submit a written appeal to the Principal outlining:

- The decision being appealed and the date it was received;
- The specific grounds for the appeal (e.g., factual error, inconsistent application of policy, new evidence, or breach of procedural fairness);
- The remedy or outcome sought;
- Supporting documents or evidence.

5.2 The Principal will acknowledge receipt within two (2) school days, review the appeal, and may meet with both parties to gather additional information.

5.3 The Principal will issue a written decision within ten (10) school days of receiving the appeal, explaining the rationale and outcome.

#### **Step 3: Appeal to the Director of Operations**

5.4 If the appellant is not satisfied with the Principal's decision, they may submit a written appeal to the Director of Operations within five (5) school days of receiving the Principal's decision.

5.5 The Director will review all prior documentation, may meet with the parties, and will render a written decision within ten (10) school days.

#### **6. Academic Grade Appeals (Specific Time Window)**

For appeals concerning course grades or marks, the following time limits apply:

- Students should initiate an appeal following a **final interim mark** up to the point before the final course grade is issued.
- After the final grade is released, an appeal must be submitted within seven (7) school days.
- Appeals submitted outside this window will not be accepted unless exceptional circumstances are demonstrated.

All grade appeals must follow Teacher > Counsellor > Principal > Appeals Committee



### **7. Appeals Committee (If Convened)**

For complex or high-impact cases (e.g., suspension, expulsion, or contested academic appeals), the Director of Operations may convene a PHS Appeals Committee, consisting of:

- The Director of Operations
- The Principal
- One teacher not previously involved in the case;
- The Academic Counsellor;
- An Educational Consultant

The committee will ensure procedural fairness, review all relevant materials, and may interview parties. Decisions are rendered in writing and shared with the appellant within five (5) school days after the hearing.

### **8. External Review: FISA Ombudsperson**

If the internal appeal process does not result in resolution, the appellant or the school may request assistance from the Federation of Independent School Associations (FISA BC) Ombudsperson Service, available to Associate Member Schools.

- The Ombudsperson is an independent, neutral mediator who ensures fairness of process and assists the parties in reaching a voluntary resolution.
- The Ombudsperson does not substitute their own academic judgment or impose binding outcomes.
- Either the student/family or the school may initiate this process.
- There shall be no retribution or penalty for seeking Ombudsperson involvement.

### **9. Record-Keeping, Confidentiality, and Non-Retaliation**

- All documentation related to appeals will be maintained securely for a minimum of one year after resolution.
- Information will be shared only with individuals directly involved in the case.
- No student shall face retaliation for lodging an appeal in good faith.

### **10. Timeliness and Communication**

Every stage of the appeal process must be carried out promptly and clearly communicated in writing. If timelines cannot be met for valid reasons (e.g., illness, unavailability of key personnel), the appellant will be informed in writing with a revised schedule.

### **11. Policy Review**

This policy shall be reviewed every three years, or sooner if changes in provincial regulation, FISA guidelines, or school governance require amendment.



## Formal Appeal Request Form

### Section A – Appellant Information

Student Name:

Grade Level:

Student ID:

Parent/Guardian Name (if applicable):

Relationship to Student:

Email Address:

Phone Number:

Mailing Address:

### Section B – Type of Decision Being Appealed

**Academic** (e.g., final grade, promotion, course placement)

**Disciplinary** (e.g., suspension, expulsion)

**Administrative** (e.g., withdrawal, attendance, eligibility)

**Other** (please specify): \_\_\_\_\_

Name of staff member/teacher involved: \_\_\_\_\_

Date of the decision being appealed: \_\_\_\_\_

Date you received notice of this decision: \_\_\_\_\_

### Section C – Grounds for Appeal

Please indicate the reason(s) for your appeal (check all that apply):

Factual error in decision or evidence considered

Inconsistent or unfair application of school policy

New or significant evidence not previously available

Breach of procedural fairness (e.g., lack of notice, bias, or inability to be heard)

Other reason(s): \_\_\_\_\_

### Section D – Detailed Statement of Appeal

Please describe the decision you are appealing, the circumstances surrounding it, and why you believe the decision should be reconsidered.

*(Attach additional pages if necessary.)*

**Statement:**



**Section E – Remedy or Outcome Sought**

Please describe what outcome, correction, or remedy you are requesting.

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**Section F – Supporting Documentation**

Please list any documents you are submitting with this appeal:

- Copy of the decision being appealed
- Correspondence with staff or administration
- Academic or behavioural records
- Medical or other relevant supporting documents
- Other (please specify): \_\_\_\_\_

*(Attach all documents to this form when submitting.)*

**Section G – Informal Resolution Attempt**

Before filing a formal appeal, the school encourages informal resolution.

1. Have you spoken with the teacher/staff involved?  Yes  No
  - o Date(s) of discussion: \_\_\_\_\_
  - o Outcome of discussion: \_\_\_\_\_
2. Have you met with the Principal regarding this issue?  Yes  No
  - o Date of meeting: \_\_\_\_\_
  - o Summary of discussion: \_\_\_\_\_

**Section H – Acknowledgement and Declaration**

I hereby confirm that the information provided in this form is true and complete to the best of my knowledge.

I understand that:

- This appeal must be submitted within the timelines established in the Pattison High School Appeals Policy.
- Appeals submitted outside the time window (e.g., seven school days for grade appeals) may not be accepted unless exceptional circumstances exist.
- All communications and records related to this appeal will be handled confidentially.
- I will not face retaliation for lodging this appeal in good faith.
- The school may request additional documentation or clarification.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian (if applicable): \_\_\_\_\_



Date: \_\_\_\_\_

**Section I – For Office Use Only**

**Date Received:** \_\_\_\_\_

**Received By:** \_\_\_\_\_ (Name & Title)

Step 2 – Principal Review

Step 3 – Director Review

**Appeal Stage:**

Appeals Committee

**Acknowledgement Sent:**

Yes     No    **Date:** \_\_\_\_\_

**Follow-up Meeting**

Yes     No    **Date:** \_\_\_\_\_

**Scheduled:**

**Final Decision Issued On:** \_\_\_\_\_

**Decision Summary:** \_\_\_\_\_

**Copies Filed To:**

Student Record     Principal     Director

Confidential Appeals File

**Submission Instructions**

Completed forms should be submitted **in person** or **by email** to:

**Principal – Pattison High School**

Email: [principal@pattisonhighschool.ca](mailto:principal@pattisonhighschool.ca)

Address: 981 Nelson Street, Vancouver, BC, V6Z 3B6

Phone: (604) 608 - 8788

Upon receipt, the Principal will **acknowledge the appeal within two (2) school days**, review the submission, and communicate next steps as per the school's **Appeals Policy (2026)**.