



## **Aberdeen Hall Preparatory School -- Procedural Fairness and Appeal Guidelines**

Whenever the legal rights of an individual may be affected, there is an expectation that the decision-making authority of the School (usually the Head of School, the High School Principal, Middle School Principal, or Junior School Principal) will make a decision in accordance with the “principles of procedural fairness” and “natural justice”. In keeping with this expectation, Aberdeen Hall adheres to the following principles when dealing with students:

1. Students are clearly informed about what is expected of them through verbal and/or written forms of communication such as the Student Handbook, Code of Conduct and the Computer Usage Expectations Agreements.
2. Students are treated with dignity and respect.
3. In accordance with school policy, a student who is accused of breaching a rule must be notified of that which he/she is accused and with the essential facts of what he/she is alleged to have done. In more serious cases, the student’s parents are also informed.
4. An accused student is given the opportunity to tell his/her side of the story. Where conflict or inconsistencies exist, more formal investigation and/or documentation may be required.
5. In the case of an expulsion or other severe disciplinary consequences, the student and his or her parents are informed of the school’s appeal procedure, as outlined below.
6. The student and his or her parents are assured that there will be no retribution for pursuing an appeal.

Appeals in the case of severe disciplinary consequences, such as expulsion, the student and his or her parents have the right to appeal the decision of the Head of School to an appeal-hearing committee of the Board of Directors. This committee may be the Executive Committee of the Board or another committee appointed by the Board Chair for the purpose of the appeal. The mandate of the appeal-hearing committee is to determine whether or not the appropriate procedures were followed by the school administration (as outlined in the Procedural Fairness Guidelines), and whether or not all of the relevant information was considered when determining the consequence. The Board Chair or his/her appointee(s) shall insure that the proceedings are timely and unbiased, and that the outcome of the appeal hearing is communicated in writing to the student and his or her parents.

The Independent School Association of British Columbia (ISABC) retains the services of an ombudsperson. The ISABC ombudsperson reviews cases which are not, in the opinion of the concerned parents, satisfactorily resolved after following the appeal process (as described above).

The ombudsperson can be contacted through the Executive Director of the ISABC. Contact information for the ombudsperson will be provided to parents at their request after following the above appeal procedures.