

<b>Title :</b> <b>Process for Appealing STSBHN Decisions</b>	<b>Procedure # : 027</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Operating Guidelines</b>	<b>Page : 1 of 1</b>	<b>Retire :</b> <b>Nov 5, 2012</b>

<b>Statement</b>	It is possible to appeal a decision made by STSBHN, in cases where a parent or guardian disagrees with the way in which policies and procedures have been applied by STSBHN.
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. Appeals must be made in writing by the parent or guardian and must be directed to the Manager of Transportation Services for STSBHN. They must include a detailed description of the situation and the events that took place.</li> <li>2. Staff members of STSBHN will prepare explanations or arguments to support their decision, based on the policies and procedures of STSBHN.</li> <li>3. The Manager of Transportation Services will assess the complaint within 15 working days of receiving it. A written reply will be given to the parent/guardian and a copy will be provided to the school principal.</li> <li>4. If the objector is still not satisfied, he or she may appeal the decision in writing to the Administration Committee of STSBHN, via the Manager of Transportation Services.</li> <li>5. The appeal and supporting documentation by staff will then be discussed by the Administration Committee, who will decide by consensus whether this appeal is supported.</li> <li>6. The Administration Committee will then render its decision in writing within 30 working days. The objector will be notified in writing of the decision, which is final and cannot be appealed.</li> <li>7. If a parent/guardian disagrees with any of the STSBHN Transportation Policies and Procedures, they may petition their School Boards.</li> </ol> <p>No appeals will be processed between the dates of September 1<sup>st</sup> thru October 15<sup>th</sup> because of STSBHN staff's requirement to focus on working with schools and parents to assign students to transportation.</p>