



# Appeals Guidelines

## Guidelines for Appeals

1. The student and parent should be informed of any appeal or review procedure in accordance with school policy.
2. There should be an assurance of no retribution for pursuing an appeal or review.
3. Decision makers must ensure that they are unbiased. "Bias" may occur when the mind of the decision-maker is in some way pre-disposed to a particular result, or is closed with respect to particular issues and as a result the decision maker lacks impartiality or neutrality.
1. Decision makers should not prejudge the evidence of the particular circumstances of the student's case, or give the appearance (e.g., in public statements) of having done so.
2. When selecting persons to hear a case or an appeal of a decision, 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.
3. If a person (e.g., principal, staff member or committee member) has made a previous decision, or has been a member of a committee that has made a previous decision, that now is under appeal, such a person should only participate in the appeal for the purpose of providing testimony. Such a person should not participate in decision-making at appeal levels.
4. An appeal-hearing committee should not hear or receive evidence that will not be shared with the other party in the dispute. Do not receive evidence or representations from administrators or staff in the absence of the person appealing, and avoid the appearance of doing so.

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<sup>1</sup> We thank the Federation of Independent Schools Association (FISA) for providing the principles behind this policy in their *Procedural Fairness Best Practices Guidelines for Independent Schools*.