

## APPROPRIATE EDUCATIONAL PROGRAMMING DISPUTE RESOLUTION PROCEDURES

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The following procedures apply specifically to concerns regarding the educational programming or placement of a student with a Student Specific Plan (SSP).

Concerns initiated by parent(s)/legal guardian(s) shall be addressed in a timely manner through a defined process that begins as close as possible to the origin of the concern and with the person most directly involved.

### (1) RESOLUTION AT THE SCHOOL LEVEL

- The parent(s)/legal guardian(s) will contact the student's classroom teacher to discuss their concern.
- If the concern is not resolved satisfactorily after talking to the teacher, the parent(s)/legal guardian(s) may contact the school principal.
- If the concern remains unresolved after discussion with the principal, the parent(s)/legal guardian(s) may contact the superintendent's department.

### (2) RESOLUTION AT THE DIVISIONAL LEVEL

If the concern is not resolved satisfactorily following discussion with the superintendent or designate, the parent(s)/legal guardian(s) may appeal to the Board of Trustees through written correspondence to the chair.

### (3) RESOLUTION AT THE BOARD OF TRUSTEES LEVEL

The Board of Trustees will make a final decision and advise all parties in writing including the parent(s)/legal guardian(s)' right to contact Manitoba Education Review Coordinator if they wish to pursue their concern further.

### (4) RESOLUTION AT THE DEPARTMENTAL LEVEL

If the matter is not resolved at the divisional board level, the parent(s)/legal guardian(s) may contact Manitoba Education to request a formal dispute resolution process by a review committee.

To qualify for a formal review by Manitoba Education, the dispute must:

- involve a student who has a Student Specific Plan (SSP),
- concern the appropriateness of the student's education programming or placement.

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In addition, there must be:

- attempts to resolve the dispute at the school, school division office and school board levels and,
- a written decision by the school board concerning the issue.

### TIMELINES AND SUPPORTS

Parents(s)/legal guardian(s) may appeal decisions about their child's educational programming or placement within 14 days of the decision. Parent(s)/legal guardian(s) have the right to be accompanied by a support person of their choice. Any involvement of legal counsel must proceed through the school division's legal counsel.

Requests for formal dispute resolution through the Manitoba Education Review Coordinator must be initiated within 30 days of the final determination of the school board.

Effective Date:	March 15, 2016	Review Date:
Amended Date:	January 19, 2021	
Board Motion(s):	86/16; 19/21	
	AC- Human Rights; ACF – Respect for Human Diversity JB – Appropriate Educational Programming; KE- Concerns and Complaints; BEDH – Public Participation at Board Meetings; MECY-Working Together: A Guide to Positive Problem Solving for Schools, Families and Communities, 2004; MECY –Standards for Student Services, 2006; MECY – Appropriate Educational Programming in Manitoba: A Formal Dispute Resolution Process, 2006	
Legal/Cross Reference:		