



Administrative Regulations

ADMINISTRATION

1750

REVIEWING DECISIONS OF THE PRINCIPAL, OR DESIGNATE

The following procedures will be followed when the principal receives an appeal from a student and/or the parent/guardian to a decision made by the principal that significantly affects the education, health or safety of students. As a first step, the student and/or parent should meet with the principal to outline the concerns. If there is no resolution at this 'first step' the procedures below should be initiated.

A. At the Initiation Stage

1. A student and/or the parent/guardian can appeal a decision of the principal when that particular decision significantly affects that student's education, health or safety.
2. A student and/or the parent/guardian will file their objection in writing with the principal. The letter should clearly state how the student's education, health or safety has been negatively impacted.
3. The principal will implement the appeal process at the school level.

B. At the Review Stage

1. A school-based standing review committee will be struck annually. It will, at the minimum, consist of the following persons:
 - (a) a nominee of the Parent Advisory Committee;
 - (b) a nominee of the Sunshine Coast Administrators' Association;
 - (c) a nominee of the school staff;
 - (d) a nominee of the parent/guardian and/or student.

Each September 30, the principal will forward to the Superintendent the names of the members of the school's appeals committee.

2. The review committee will keep all information confidential to review committee meetings and to its final report. The information collected by the review committee is collected under section 11(5) of the School Act and is protected under the Freedom of Information and Protection of Privacy Act.
3. The review committee will select its own chairperson, who will be responsible for presenting a final, written report to the principal.

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4. The review committee will review the decision, giving consideration to the issues of the person raising the objection, the issues of the principal, and provincial, district and school legislation and policy.
5. The review committee, in hearing the appeal, can use its discretion in:
 - (a) reading/examining all materials referred to it;
 - (b) hearing the person requesting the appeal;
 - (c) hearing the principal;
 - (d) hearing others involved in the issue;
 - (e) commenting on whether or not the process followed in making the decision, and the decision itself, was fair and reasonable;
 - (f) suggesting alternatives, e.g. mediation.
6. While the review committee is considering the appeal, the existing decision being appealed will continue in force.
7. Minutes will be kept of all meetings and filed at the school.

C. At the Reporting Out Stage

1. The review committee will present a final report, in writing, based on its review to the principal and to the person who requested the appeal.
2. The principal will make a final decision at the school level after due consideration of the final report of the review committee and will then inform the person who initiated the appeal of this decision.
3. If the objection is not resolved between the principal and the person raising the objection, the next stage in the appeal process is available under Board Bylaw 8300.
4. Throughout this process, the following principles will be considered and defended:
 - (a) The right of the parent/guardian and/or student to appeal decisions.
 - (b) The responsibility of the principal to carry out his/her obligations under the *School Act* and Board policy.

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