

## Schools in School District No. 46

Cedar Grove Elem ..... 604-886-7818  
Davis Bay Elem ..... 604-885-9523  
Gibsons Elem ..... 604-886-2612  
Halfmoon Bay Elem ..... 604-885-2318  
Kinnikinnick Elem..... 604-885-6666  
Langdale Elem ..... 604-886-9971  
Madeira Park Elem..... 604-883-2373  
Roberts Creek Elem ... 604-885-9229  
Sechelt Elem ..... 604-885-2114  
West Sechelt Elem ..... 604-885-2825  
Chatelech Sec ..... 604-885-3216  
Elphinstone Sec ..... 604-886-2204  
Pender Harbour Sec.... 604-883-2727  
SC Alternative ..... 604-886-8647  
SPIDER ..... 604-886-8042

## Ministry of Children and Family

Gibsons ..... 604-886-5525  
Sechelt..... 604-740-8900

## BC Confederation of Parent Advisory

Advocacy Project ..... 1-888-351-9834  
BCCPAC Office..... 1-866-529-4397  
[www.bccpac.bc.ca](http://www.bccpac.bc.ca)

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**School District  
No. 46**

**Sunshine Coast**

# A Guide to Appeal Procedures

School District No. 46 is a community engaged in the pursuit of lifelong learning and educational excellence.

# Reviewing a Decision of the Principal, or Designate

## Regulation #1750

When a student / guardian wants to appeal a decision made by the Principal, the student or guardian should first meet with the Principal to outline the concerns. If there is no resolution at this “first step” then the appeal will go through three stages.

### Initiation Stage

The student / parent can appeal a decision of the Principal if the decision affects the student’s education, health or safety. This objection should be submitted in writing to the Principal indicating the decision’s negative impact. The Principal will then implement the appeal process at the school level.

### Review Stage

Each school has a standing review committee comprised of one member from each of the following: Parent Advisory Council (PAC), Sunshine Coast Principals’ Association and school staff. For each appeal, the standing committee will add one nominee chosen by the student / parent making the appeal.

The committee will review the decision, giving due consideration to the issues of the person making the appeal and the issues of the Principal. The committee will also consider all applicable provincial, district and school legislation, regulation and policy.

While the appeal process is being carried out, the original decision will remain in effect.

### Reporting Out Stage

The review committee presents its final report, in writing, to the Principal and the person who requested the appeal. The Principal makes a final decision at the school level and informs the person who initiated the appeal.

If this process fails to satisfy the complainant, that person may appeal to the Superintendent in writing.

If the appeal still cannot be resolved, the parent may appeal to the Board of Education through the Secretary-Treasurer and follow Regulation #1840.

# Student / Parent Appeal Procedure

## Regulation #1840

### Time Limit for Filing an Appeal to the Board

An appeal must be commenced within 30 days of the date the student or parent was informed of the decision that is being appealed.

### Filing an Appeal

The notice of appeal shall include the following information:

- a. the name, address, email address (if applicable) and telephone number of the person making the appeal, including the student’s name, school, and grade level;
- b. A description of the decision that is being appealed and its effect on the education or safety of the student;
- c. the name of the employee who made the decision;
- d. the date that the person making the appeal was first informed of the decision;

- e. the grounds of the appeal and the action requested;
- f. the steps that the Appellant has taken to discuss the matter directly with the person who made the decision or with other school or district employees.

Upon receiving the appeal, the Secretary-Treasurer will give notice to the Board of Education, the Superintendent and the employee whose decision is being appealed.

The Superintendent may appoint a designate to be responsible for carrying out the appeal procedure under this Regulation.

### Steps to Follow

See Bylaw #8300 – **Appeal of Decisions**

- The Superintendent will prepare a report for the School Board with a copy to the complainant.
- The appeal is heard by the Board in-camera at the next Closed Meeting.
- The complainant has the right to appear before the Board and notifies the Superintendent accordingly.
- The Board may request the presence of the complainant or any other person.
- The Board will deliberate in the absence of all persons involved in the dispute.
- The Board shall make a decision on the matter in question after listening to the appeal and shall give written reasons for the decision to the complainant. Such decision shall be final.
- No person shall penalize / discriminate against a person who brings a complaint, or gives evidence, etc. regarding a complaint.