



SCHOOL DISTRICT NO. 64

PROCEDURE 133 Addressing Concerns

*“Inspire learners, Integrate sustainability,
Involve community”*

Section: Governance

Dates of Revisions: February 13, 2013; June 13, 2018

Date of Adoption and

Resolution Number: October 10, 2018- 98/18

1. Parents, guardians or older students having a concern regarding the way a decision made by the Board of Education or one of its employees has or might impact a student educationally, are advised to refer to the Board’s Bylaw No. 3, and Policy and Procedure 133, which set out guidelines for addressing it.
2. The District Parent Advisory Council (DPAC) or the local school parent Advisory Council (PAC) may be contacted for: (a) advice regarding a support person or, (b) as a resource to your particular need.
3. Following the steps below will ensure the greatest likelihood of your concern being heard and addressed in a timely manner.

A. Concerns at the School Level

Step One:

Take the matter directly to the teacher or staff person. Discuss your concern regarding the action, policy, procedure or practice.

Step Two:

Arrange a meeting between yourself, the staff person and the administrator of the school if *Step One* does not sufficiently address your concerns. This meeting should focus on the issue.

Step Three:

Arrange a meeting between yourself and the administrator of the school if *Step Two* does not sufficiently address your concerns.

Step Four:

Arrange a meeting between yourself and the Superintendent or designate if *Step Three* does not sufficiently address your concerns.

Step Five:

Upon following these steps, students and/or parents who wish to appeal to the Board of Education a decision or action made by an employee which significantly affects the education, health or safety of the student may do so in writing to the Chairperson of the Board following the procedure for lodging an appeal under Section 11 of the School Act. Please complete and submit the Notice of Appeal form (available under Procedure 133-1

Step Six:

Upon delivering its decision, the board will also inform the appellant(s) of their right to appeal that decision to a Superintendent of Achievement in the Ministry of Education (see Section 11, *BC School Act*).

B. Concerns at the District Level

Step One:

Take the matter directly to the person involved. Discuss your concern regarding the action, policy, procedure or practice.

Step Two:

Arrange a meeting with the Superintendent, Director of Instruction or Secretary Treasurer if *Step One* does not sufficiently address your concerns.

Step Three:

Upon following these steps, students and/or parents who wish to appeal to the Board of Education a decision or action made by an employee which significantly affects the education, health or safety of the student may do so in writing to the Chairperson of the Board following the procedure for lodging an appeal under Section 11 of the School Act. Please complete and submit the Notice of Appeal form (available under Procedure 133-1

Step Four:

Upon delivering its decision, the Board will also inform the appellant(s) of their right to appeal that decision to the Ministry of Education's Appeals Branch. (see Section 11, *BC School Act*).

References:

- School Act, s.11
- School District No. 64 (Gulf Islands) Bylaw No. 3, A Bylaw Governing the Right to Appeal Board Decisions Affecting Students
- Policy 133, Dealing with Concerns
- Speaking Up: A Parents' Guide to Advocating for Children in Public Schools.
http://bccpac.bc.ca/wp-content/uploads/2016/05/speaking_up_2008.pdf