

Section:	<b>Administration</b>
Policy:	<b>5.05</b>
Revised:	<b>October 2024</b>
Approval:	

## 5.05 Parental Appeal Policy

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### 1. Rationale

The Board is elected from and by the Parent Body and is therefore accountable to them. It is important that the Board be kept informed of issues that are a concern to Parents, Staff, or Students. Generally, this should be done by the Administration in its monthly report to the Board. However, from time to time, it may be necessary for individuals or groups to have direct access to the Board in order to more directly present their concerns.

### 2. Policy

- 2.1. Attempts to resolve problems will begin at the lowest level of authority and move as the need requires in orderly manner through the levels of authority starting with the teacher, next to the Principal and lastly to the Board. This is based on the Biblical principle given in Matthew 18:15-18. All appeal processes will follow the above procedure as appropriate to the situation.
- 2.2. Should one have a concern over a Teacher that concern must not be discussed with anyone until it has first been discussed with the Teacher. If further action is needed the issue must not be discussed with anyone until a full examination of the case is conducted by the Principal to whom the concern has been made known as the next step in seeking a resolution of the problem. Should there continue to be a lack resolution of the problem it is then taken to the school Board for action. All who are associated with KCA must be fully committed to this policy and honour it at all times. The above principle will apply to all interpersonal relations among those associated with the work of the school.
- 2.3. A request for a hearing by the Board must be made to the Board Chairman at least seven days prior to the Board meeting. This request should be accompanied by a written brief that details the concerns to be addressed.
- 2.4. The Principal and the Chairman of the School Board must approve all requests for hearings. If the issue concerns a grievance against either Principal or Chairman then the other one can give permission to bring it before the Board.
- 2.5. Requests for a hearing may be turned down if it is felt that the issue should be dealt with first by the Administration or Staff (see #1 above) or if the issue has already been addressed in policy.
- 2.6. At such a hearing, the Chairman of the Board will clarify the procedures to be followed and the extent of the topics to be discussed.

- 2.7. The Board will make a final decision after the presentation has been heard. This will take place either at that meeting or a later one. In any case, the Chairman of the Board will immediately inform the individual(s) of the Board's decision when that decision is made.
- 2.8. An ombudsperson is available through the Society of Christian Schools of BC (SCSBC) or Association of Christian Schools International (ACSI) to assist parents in dealing with appeals/conflicts.