

# A Guide For Parents

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## ***PARENT APPEAL PROCESS***

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The goal of this brochure is to  
**HELP PROMOTE**  
parent, teacher and student  
**COMMUNICATION.**

*S.P.E.A.C. would like to thank the Sooke Teacher's Association, C.U.P.E. local 459 and our school and district administrators for their help and cooperation in producing this brochure.*

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*First in a series of informational pamphlets produced by  
**S.P.E.A.C.***

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## Steps to Follow When You Have a Concern

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*Q: Where do I start if I have a concern or problem?*

**A:** Always start with the teacher. A face to face meeting between teacher, parent and student may be the best approach. Most problems will be successfully solved at this level.

*Q: Where do I go next?*

**A:** The vice-principal or principal will make every attempt to solve the problem at the school level and can help you contact appropriate people as necessary.

*Q: What if my problem cannot be solved at the school level?*

**A:** You may wish to call a Director of Instruction at the school district office. If you are unable to achieve satisfaction, referral to the superintendent may be necessary.

*Q: Where would I go from here?*

**A:** You have the option of writing a letter to the school board or asking to make a formal presentation at a board meeting.

*Q: Could I contact the Provincial Ombudsman?*

**A:** Yes, however, the Ombudsman can only look at whether the appeal process was followed by *all* parties, and if not, their action is restricted to recommendations only.

*Q: Would it be appropriate for me to ask the P.A.C. to intervene on my behalf?*

**A:** No. It is important to be fair to yourself and to the parties involved. Acting on your own behalf allows you to take ownership of your problem and follow it through – the problem cannot be dealt with legally or ethically if it is presented anonymously. You can ask your P.A.C. for information on the appeal process or on school regulations, etc.

### **Bringing a matter to the board...**

*Send letters to:*

The Board of Trustees  
School District No. 62 (Sooke)  
3143 Jacklin Road  
Victoria, B.C.  
V9B 5R1

and / or

Obtain a form from the board office to request a presentation time at a school board meeting. Make sure submissions are in by the deadline set for each meeting.

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## **How can I make my appeal fair and effective?**

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- ◆ Act on your own behalf.
- ◆ Don't skip steps in the process – you will only be referred back and will have created a confrontational atmosphere.
- ◆ Don't let emotion cloud your judgement – get both sides of the issue and concentrate on facts. If you find yourself becoming upset you have the right to ask for time to restore perspective.
- ◆ Wherever possible, include the student to prevent any misunderstandings.

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## **What if I find it necessary to put my concerns in writing?**

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- ◆ Write a calm, thoughtful letter and be conscious of who your reader(s) will be.
- ◆ Make sure your concerns are documented. Don't let opinion overshadow facts.
- ◆ Although it is important to send copies of your letter to those people affected by your concerns, be aware of the *Freedom of Information and Protection of Privacy Act* and how it may apply to you.