



Policies and Procedures  
Section Four – Curriculum and Instruction

**409 – DISCIPLINE**  
**409.3 – Appeal Procedures**

**Introduction**

The guidelines for discipline at Kelowna Christian School promote restorative responses to negative actions. Students are encouraged “to grow in the grace and knowledge of the Lord Jesus Christ”, and to take up the challenge of being “conformed to Christ’s image”. Specific expectations for behavior for all students are outlined in the Code of Conduct for each division. We all realize that no one is perfect or free from blameworthy behavior, and that expectations will not always be met. Appropriate consequences will be given at these times. Sometimes there may be variations in the consequences for similar student behavior. Although not limited to these factors, age, mental ability, previous involvement in inappropriate behavior, intent, et cetera may be considered, which would lead to different consequences for different students involved in similar negative behavior. Although we do not expect perfection, an earnest continuing desire from each student to meet both the school’s and the Bible’s standards are a necessity.

*Parents and students are entitled to seek a review of any decisions that significantly affects a student’s education. Kelowna Christian School wants to ensure that you receive a fair hearing if you believe that a decision is unfair or unreasonable.*

**PROCEDURES**

**1 - Steps**

When parents/guardians are concerned with a decision involving their child, they should follow the following procedures:

- Contact the staff member involved for his/her perspective on the issue/decision.
- Try to resolve the problem at the lowest level of authority.
- If the issue cannot be resolved, an appeal can be made to the next level of authority. Do not skip any of these levels when appealing.

- Teacher
- Principal

## **2 – Appeal to Board**

- If all the levels of authority have been involved and a parent is still convinced that a decision is unfair or unreasonable, a written appeal may be made to the KCS Board of Governors. The appeal must be filed in writing with the Lead Principal within a reasonable timeframe (typically within 5 working days of the school's final decision). If an appeal is not made within the specified time period, the decision of the school shall be final and not subject to any further appeal.
- The Lead Principal will deliver the written appeal to the Chair of the Board.

When necessary, the School Board shall set the time, date and place of the appeal meeting and the Board Chair will be responsible to ensure all parties (including the student's advocate if applicable) have been given this information. At this meeting the School Board will receive oral and written submissions from the parties involved in the original decision. After the School Board has heard all relevant testimonies, those parties who were present during the initial school based decision hearing shall absent themselves from the meeting and the School Board will make their decision on the appeal. The decision made by the School Board will be binding on all parties. The Lead Principal will give verbal notice within one working day after the decision is made to the student/parent(s) guardian(s) and advocate (if applicable). Within three working days of the appeals meeting, written notice of the decision will be mailed to the student/ parent(s)/guardian(s) and advocate (if applicable).

### **Alternate Procedure: Mediation**

For some types of disputes a mediation process may be a more appropriate and less confrontational way of resolving a dispute. The Dispute Resolution Office of the Ministry of Attorney General maintains a roster of BC mediators, and as a public service, will provide applicants with information respecting suitable, qualified mediators (250-356-8147 or toll-free 1-800-713-0433). As well the Association of Christian Schools (ACSI) provides mediation services and they may be reached at their Western Canadian Office (403-948-2395).