

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## POLICY SERIES 200 - BOARD OF EDUCATION

204  
204.6

### **MEETINGS OF THE BOARD Protocol Regarding Concerns About Personnel or Situations within the School District**

Constructive criticism and expression of concerns involving school district matters are welcome when it is motivated by a sincere desire to improve the quality of the educational program in School District No. 48 (Sea to Sky).

In the ideal sense, difficulties should be resolved at the source. Where this is impossible, it should be referred to district management personnel. When situations cannot be effectively resolved at these two levels, it becomes an issue with which the Board deals directly. However, trustees are elected representatives. Therefore, constituents do have every right to approach them on issues of concern.

The following protocols should be followed when concerns are raised:

1. Matters relevant to an individual school should be discussed with the principal of that school.
2. If the matter cannot be resolved at the school, it should then be brought to the appropriate Senior Management personnel.
3. If the matter cannot be resolved at the senior personnel level, it should be brought before the the Board in the following manner:
  - 3.1 Complainants should request an opportunity to appear before the Board.
  - 3.2 Such a request should be directed through the appropriate Senior Management personnel, either the Superintendent or Secretary-Treasurer.
  - 3.3 A Request to Appear form should be completed, in writing, listing the names of delegates or representatives and the nature of the concern. This should be completed at least one week prior to the next Regular Board meeting in order to ensure that the delegation is placed on the agenda.
4. The length of time for the representation, request or proposal will be to a maximum of ten (10) minutes, followed by questions and comments from trustees.
5. The complainants will be advised that the Board will hear their concern and may ask questions, but the Board will not take any action at that time.

**204.6**

**Protocol Regarding Concerns  
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(cont'd.)**

The matter will appear on the agenda of a future Board meeting in order for the Board to discuss, review or seek advice on the matter.

6. If circumstances warrant, the Board may receive the complainant during an In-Camera Meeting of the Board.