



APPEAL PROCEDURES

The Board of Trustees or committee of the Board will not consider or act upon complaints until the complaint has first been explored at the appropriate level. The Board shall hear appeals requested in writing as soon as possible, either in closed session at a regular board meeting or at a special meeting set for that purpose. The Superintendent/CEO shall advise the appellant of the time, date and place where the appeal will be heard.

- Factors which shall affect the timing of the hearing are the urgency of the decision for the appellant, the amount of time needed for the appellant and/or staff to prepare a case and legal requirement specified in The Public Schools Act.
- The appellant shall be advised he/she may appear with an advocate or counsel. In an appeal of an employee’s decision, the Superintendent/CEO may request that staff members who have specific knowledge of the issue be present.
- The Board Chairperson shall conduct the meeting to ensure procedural fairness is observed.
- The appellant shall have adequate time to present his/her case in an orderly fashion.
- The Board shall rule on an appeal in a closed session.
- The appellant shall be advised in writing by the Superintendent/CEO of the Board’s decision and of his/her right to request a review of the Board’s decision by the Minister of Education and Training.

Cross Reference:	Board Policy #3 – Role of School Board		
Board Approved: Dec. 10, 2018	Procedure Review Date:	Procedure Revision Date: Dec. 3, 2018 Jun. 25, 2018	Page 1 of 1