

CONNECT CHARTER SCHOOL SOCIETY

Policy Title: **Appeals**

Policy No. **2.02**

RATIONALE: The Board acknowledges the right of every individual to natural justice or due process, and believes that there should be an orderly process to resolve grievances and complaints.

POLICY: The Board recognizes its responsibility in developing and utilizing fair and equitable practices to resolve disputes that may arise with respect to students or staff. A climate of mutual respect predicates that ethical, fair, and unbiased processes will direct implementation of this policy.

PRINCIPLES:

1. Any individual or group of individuals significantly affected by a decision of an employee or person contracted by the board may appeal that decision if he/she deems it necessary.
2. Issues that are not resolved by the teacher and/or school administration may be appealed in writing to the Superintendent.
3. It is expected that every effort will be made to informally resolve an issue prior to a formal appeal to the Board.
4. The Board may establish an ad hoc committee to hear appeals.
5. Appeals that remain unresolved after review by the Board may be submitted to the Minister of Education for further review.

First Reading October 9, 2003

Adopted November 10, 2003

Amended March 17, 2009

PROCEDURES

1. Disputes arising from decisions made by an employee of the Board should first be addressed to that individual by the affected party in an effort to resolve the issue.
2. Issues that are not satisfactorily resolved may be forwarded to the school administration for review, intervention, and resolution. A written administrative decision must be provided to all parties involved in the dispute in a timely manner.
3. Matters left unresolved after consultation with school administration may be appealed in writing to the Superintendent within 14 days of the written administrative decision, clearly stating the basis of the appeal and the attempts made thus far to resolve the dispute. Copies of the written appeal must be provided to all other parties involved.
4. Matters left unresolved after consultation with the Superintendent may be appealed in writing to the Board within 14 days of the Superintendent's written decision. A special meeting may be convened, if required, to address the matter.
5. Any unresolved dispute involving the Superintendent shall be brought directly to the Board for review.
6. The Board shall appoint an ad hoc Appeal Committee for the purpose of reviewing the circumstances of the dispute, further investigate the matter, and make a decision on behalf of the Board. The committee shall convene within 10 days of being constituted.
7. The Superintendent shall be a non-voting member of the ad hoc committee and shall ensure that all parties receive a fair and equitable hearing prior to a decision being made.
8. The Appeal Committee may confirm, modify, or overturn an earlier decision, or may define a new solution altogether.
9. In the absence of a viable solution, the Appeal Committee may refer the matter to legal counsel for review and input before rendering a decision.
10. The decision of the Appeal Committee is final. The Superintendent shall immediately communicate the decision and the committee's rationale, in writing, to the appellant and the Principal.
11. Any decision made by the Board may be appealed to the Minister of Education.