



ADMINISTRATION 19 – Appeal

Original Date: Dec. 20, 2010

Revised Date: Jan. 26, 2011

Responsible Administrator: Superintendent

1.0 RATIONALE

The Board of Trustees has established a policy and Board Regulation related to stakeholder requests to appeal the decision of a division employee. This Administrative Practice supports the Policy and Board Regulation.

2.0 PROCESS

2.1 Administrators are responsible for encouraging staff to mutually resolve issues with stakeholders. If the issue remains unresolved, it should, then, be referred to the site based administrator.

2.2 Administrators are responsible for ensuring that stakeholder concerns are well documented. This documentation should include:

2.2.1 A description of the concern;

2.2.2 A record of stakeholder-staff interactions, staff decisions and actions, and stakeholder actions; as well as,

2.2.3 Related correspondence.

2.3 If the issue is not resolved at the local administrative level, the administrator will inform the stakeholder that the matter may be directed to the Superintendent of Schools or his/her designate.

2.3.1 The site administrator shall ensure stakeholders are provided a copy of Policy D/I/3, Appeals as well as Board Regulation 2 and Administrative Practice 19.

2.4 If the issue is not resolved by the Superintendent or designate, he/she shall inform the stakeholder of the board's appeal procedures.

References: *Board Policy: Policy D/I/6 Appeals*
Board Regulation Administration 2 Appeals
Administration Practice: Administration 19 Appeals Appendix 1
School Act, Section 123—Appeal to the Board