



Line of Communication and Appeal Process

Administrative Procedure 1.A.100

Board Governance Policy Cross Reference: Policy 1, 2, 3, 12, 15, 16, 17

Legal Reference: Working Together: A Guide to Positive Problem Solving (MECY, 2004), The Public Schools Act

Date Adopted: June, 2012

Date Amended: October, 2012

Date Reviewed: February, 2019

The appeal procedure follows the Line of Communication as the first mechanism towards a collaborative problem-solving approach to a concern or issue.

The Line of Communication is as follows:

1. School Level
 - a. Meet with the person against whom the complaint is made. e.g. the teacher.
 - b. If the meeting with whom the complaint is against does not result in a resolution, both parties would then meet with the school principal.
2. District Level
 - a. If meetings at the school level do not lead to a satisfactory resolution, meet with the Superintendent.
 - b. If after consultation with the Superintendent, the situation has not been resolved, contact with the Board of Trustees should be made.

The Appeal Process guidelines are for an appeal to an administrative decision in the School District of Mystery Lake.

Appeal Procedures:

1. The person appealing a decision should follow the line of communication as outlined by the School District of Mystery Lake.
2. Appeals are to be received within 5 working days of receiving an administrative decision. Exceptions to these timelines may be outlined in collective agreements and other policies. (e.g. Discipline of Students)

3. The appeal should be submitted in writing. Should the appeal proceed to the Board of Trustees, the Board will address it at their next In-Camera meeting and provide a written response to the appeal within five working days of the meeting.
4. In the appeal process, an individual may be accompanied by an advocate and/or supporter.