

PROCEDURES

1. Formal appeals should be heard in the following order:
 - a. By the individual who is responsible for the original decision
 - b. By the immediate supervisor of the individual who is responsible for the original decision
 - c. By the Superintendent
 - d. By the Board of Trustees
2. Appeals shall be submitted in writing, shall state the nature of the concern, and shall outline the steps that have been taken to resolve the issue. A copy of the appeal shall be provided to any other parties directly involved in the issue.
3. Within fourteen days of the receipt of an appeal (or 30 days in the case of an appeal to the Board of Trustees), the appeal shall be considered, and a decision rendered. The decision shall be communicated in writing to all parties concerned.
4. Following the decision by the Board of Trustees, if the appealing party is still not satisfied with the decision, a request may be made in writing to the Minister of Learning to review the matter, pursuant to Section 124 of *The School Act*.