



Rationale

In order that all concerns can be given respectful attention a process is required that provides clear procedures for addressing these concerns in a fair manner.

The regulations provide a process that can be communicated to all members of the school community who may have concerns about the school, its employees, students or parents.

Definitions:

Days – days for the purpose of this policy refers to days the school is in session.

Witness means a person with first-hand knowledge of the event.

Policy

Concerns of individuals and/or groups will be addressed in a spirit that reflects the philosophy of the Catholic Independent Schools of the Diocese of Victoria (CISDV). Those concerned will try to resolve the issue in a Christian manner respecting each other's point of view. The attendant regulation to this policy provides steps to be taken if an agreeable solution cannot be achieved at a particular level.

Complaints from an Employee Related to Decisions made by the School

Principal - Note: This policy applies only to complaints that are outside of the Collective Agreement.

Procedure***Complaints Relating to School Personnel Other Than the Principal***

This may include complaints from teachers or support staff. A teacher or support staff **person** who has a concern has the responsibility to begin addressing the concern directly with the person(s) with whom the concern lies before taking the concern elsewhere.

The Board's expectation is that prior to utilizing this policy, employees will have tried to resolve the issues in dispute in a constructive manner with those responsible at the school.



The Board of Director's expectation is that appeals will be initiated within seven (7) days of the date that the employee was informed of the decision, unless the employee can demonstrate that there are reasonable grounds to extend this deadline (e.g. the employee have been involved in discussions to resolve the issue which is the subject of the appeal).

An appeal or major complaint where the desired outcome has financial implications should be forwarded to the Board of Directors for review.

If the complaint relates to the Principal begin at step 3.

1. **Step One:** If no agreeable solution is achieved, the complainant may within 7 days refer **his/her** concern in writing to the school Principal together with any relevant written material.
2. **Step Two:** The school Principal will gather any relevant information about the concern and meet with both parties. At this meeting the Principal will:
 - review all available information
 - refer to any relevant school or CISDV policies
 - document the proceeding
 - assist the parties to reach an agreeable solution
 - OR
 - adjourn the meeting and seek further consultation.

After considering all the relevant information and if no agreeable solution is reached, the Principal will make a decision in regard to the issue. This decision, with reasons, is to be conveyed to both parties orally and in writing.

3. **Step Three:** If the complainant is not satisfied with the decision of the Principal **he/she** may within 7 days of receiving the decision of the Principal, refer concerns in writing to the Local School Council who will:



- review the available information
- form a sub-committee (called LSC Committee) who will meet with both parties to:
 - a) review available information
 - b) document the proceedings
 - c) refer to any additional school or CISDV policies in addition to the ones identified by the complainant and/or principal that are relevant to the appeal
 - d) listen to presentations and responses from both sides
 - e) seek an agreeable solution or if this is not possible, to make a final decision in regard to the appeal.

The procedure to be followed in conducting the hearing is as follows:

- 3.1 Persons Present: At least three members of LSC, Designated Pastor, School Principal, employees in dispute.
- 3.2 The LSC Committee will review school or CISDV policies relevant to the appeal.
- 3.3 The chairperson or a designated member of the Local School Council will chair the meeting.
- 3.4 The chairperson will provide an overview of process for the appeal.
- 3.5 Principal will give his/her report on the issue(s) which precipitated the decision under appeal.
- 3.6 The employees are provided the opportunity to speak about the dispute under appeal and/or question the contents of Principal's report.
- 3.7 LSC Committee members ask questions of the Principal and/or employees.
- 3.8 LSC Committee may determine the need to speak to witnesses of the event leading to the decision under appeal.
- 3.9 LSC Committee, Principal, and/or employees reconvene for final comments.
- 3.10 Employees and principal are thanked and dismissed.
- 3.11 LSC Committee may choose to make a recommendation of a solution that may be agreeable to both parties. If the parties are not



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agreeable to the suggested solution, the LCS Committee will make a final decision on the appeal.

- 3.12 The decision of the LSC Committee will be communicated through the Local School Council Chairperson by telephone to the principal and the employees and confirmed by letter.
 - 3.13 The complainant will be notified of their right to appeal to the Board of Directors within 7 days of receiving their decision.
 - 3.14 The decision of the LSC Committee is communicated at the next regular meeting of council (in camera).
4. **Step Four:** If the complainants files an appeal within 7 days, the Board of Directors will form a sub-committee of a minimum of 2 members and the Superintendent of Schools. They will gather all relevant information and if deemed necessary invite presenters from both sides. The sub-committee will reach a decision and inform both parties in writing.

The decision of the Board is final.

Reference:	Approved
	Date Approved: November 2001
Cross-reference:	Date(s) Revised: November 2008; Sept. 2009; Sept 2012; Dec 2013; January 28, 2020



CATHOLIC INDEPENDENT SCHOOLS OF THE DICOESE OF VICTORIA
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Application for Appeal made by an Employee

1. Information about the employee bringing the appeal:

Name of Employee:

First _____ Last: _____

Address including Postal Code: _____

Home/Cell Phone: _____ Work Phone: _____

2. Please list the principal who was involved the decision that is being appealed:

Principal Name: _____

3. State the decision:

4. Please provide information about the decision being appealed:

5. Give Reasons for appealing the decision including any policies you deem relevant to the situation:

6. Suggest a solution that would satisfy you:

Signature of the Employee

Date