

## PROCEDURAL FAIRNESS and APPEAL

PCS has adopted the following guidelines to ensure that decisions made which impact your legal rights as an individual will be made in accordance with the principles of 'procedural fairness' and 'natural justice'. These principles encompass the following elements:

- 1) UNBIASED TRIBUNAL: the decision-maker should act in a manner that is unbiased, fair and open-minded,
- 2) NOTICE: if a decision-maker is intending to consider a matter that may affect a person's rights, the affected person should be informed of the matter;
- 3) OPPORTUNITY TO MAKE REPRESENTATION: the person should be given a reasonable opportunity to make oral or written submissions to the decision-maker on the matter being considered and be given an opportunity to respond to all information submitted which might influence a decision, prior to the decision being made;
- 4) INFORMED OF THE DECISION: the person should be apprised, in a timely manner, of the decision made and the basis for the decision.
- 5) RIGHT TO APPEAL: the person should be apprised of the right to appeal and the process for carrying out such an appeal.

PCS recognizes that there may be occasions where the above guidelines fail to bring about a resolution. In the event that a resolution cannot be reached and mediation/arbitration is required, PCS and the Board are committed to a biblical resolution as provided through the services of SCSBC.

### Dispute Resolution Process

There are times when problems may arise within our school community. Our community is not free from sin and as such, all complaints or grievances should be dealt with in a Christ-like and loving manner.

The Biblical principles found in Matthew 18:15-17 are excellent guidelines. In Ephesians 4:25 the Bible directs us to have the courage to speak the truth to one another in love. The Bible also directs us to encourage one another. Whenever you have questions, concerns, or complaints we encourage you to openly communicate with the appropriate parties. All concerns must be directed initially to the teacher involved in a manner of open dialogue with the intention of resolving the problem.

If the concern persists, the principal should be notified and both parties meet with the principal/mediator/counsellor in an effort to restore a healthy situation. If, even after administrative involvement, you feel that your concern has not been addressed, the concern should be directed in writing to the Superintendent or PCS Board, as necessary.

In using these steps, we will model integrity for our children by avoiding gossip and slander, and by working together to build a strong Christian school community. Please openly share your questions and concerns with staff/administration so that we can communally reach this goal.