

Red River Valley School Division
ADMINISTRATIVE PROCEDURE H2 - DISPUTE RESOLUTION



The Red River Valley School Division Board of Trustees believes that positive relationships are formed when families, schools and the Division work together.

Issues may be brought forward to the Board of Trustees but only after they have gone through the appropriate channels.

Before an issue can be presented to the Board of Trustees, the following steps must have been taken:

- 1) Bring the issue to the attention of the employee concerned. If this does not result in a satisfactory resolution of the issue, then proceed to step 2.
- 2) Bring the issue, in writing, to the attention of that employee's immediate supervisor (for example, if the issue is with a teacher, then it is brought to the attention of the school principal; if the issue is with a bus driver, then it is brought to the attention of the Transportation Supervisor). If this does not result in a satisfactory resolution, then proceed to step 3.
- 3) Bring the issue, in writing, to the attention of the Superintendent & CEO.

If the preceding three steps have not resulted in a successful resolution of the issue, then a request must be made, via the Superintendent & CEO (in writing) to have the issue placed on the agenda of a Board Meeting.

All submissions to the Board of Trustees must be received, in writing, by 12:00 p.m. on the seventh day preceding the regularly scheduled business meeting of the Board at which they wish to appear.

If the party or parties bringing the issue to the attention of the Board of Trustees wishes to make a presentation at that meeting, the contents of their presentation must also be received in writing by 12:00 p.m. on the seventh day preceding the regularly scheduled business meeting of the Board at which they wish to appear.

Senior Administration of the Red River Valley School Division reserves the right to determine at which meeting the issue will be presented.

Cross Reference:

Adoption Date: May 11, 2005

Amendment Date: June 8, 2011

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