

# PARENTAL APPEAL POLICY

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## Parental Appeal Policy

From time to time issues may arise where students or parents and teachers concerned differ in their perspectives. In these cases both concerned parties are expected to work toward a resolution of the issue in a Christian manner respecting each other's point of view. The nature of the seminary as a discernment and training environment for the priesthood and religious life, as a Benedictine run school, and the commitments made by the students to attend the seminary must be kept in clear view.

All parties involved must maintain confidentiality with respect to all information surrounding the particular issue.

To facilitate an amicable resolution of issues of conflict, the concerned parties will abide by the following guidelines.

1.1 The issue must be dealt with first by the persons directly involved.

1.2 It is essential that meaningful communication is established right from the beginning. Both parties must clearly identify the issue being discussed. There must be open discussion and an honest attempt to settle the issue at this level. It is important to recognize that the resolution of an issue usually involves some compromises. Both parties should be aware of this and must be open to compromise, at the same time understanding that policies must be followed.

1.3 If the issue cannot be resolved using the strategies above, the matter must be brought to the attention of the Rector of the seminary. The Rector will:

1.4 Clarify the issue of disagreement. This will involve hearing both sides, reviewing relevant documentation, and meeting with any witnesses to determine the exact nature of the problem. All side issues that arise from the initial problem must be identified and removed from future discussions. It is the responsibility of the Rector to document all matters pertaining to the issue and its resolution. It is also recommended that both parties keep documentation to present to the Rector.

1.5 Determine what policy/policies of the seminary can be applied to resolve the issue.

1.6 Apply the above policies so that a judgment may be made to resolve the issue. The Rector should seek advice concerning any precedents and/or other issues of a similar nature that have been successfully resolved. Advisors might include other teachers, past rectors or the Pastor.

1.7 Provide a resolution to the issue.

1.8 The Rector having made a judgment to resolve the issue, both parties must be promptly notified of the resolution in writing. In this written notification the parties must be informed of the available appeal procedures.

1.9 If the Rector's resolution is not accepted, the matter may be appealed to the Discipline Committee. The appeal must be submitted in writing not more than seven days after the Rector's decision has been received.

1. 10 Upon receiving the complaint the Discipline Committee will study the documentation and then call a meeting to hear presentations from the complainant and the Rector. Both parties will be in attendance and be given the opportunity to respond.

1.11 The Discipline Committee will then provide a resolution to the issue.

1. 12 The Discipline Committee shall notify the parents and the Rector of its decision within seven days of the meeting. The decision shall be communicated in written form.

1.13 When the complaint is about the Rector 1.4 to 1.8 are ignored.

1.14 The decision of the Discipline Committee shall be final unless parent requests an investigation of an independent inquiry; in which case an ombudsperson will be appointed to the said investigation.