

PROCEDURES FOR HEARINGS

The procedure for formal hearings before the Board of Directors shall be as follows:

1. When a request for a hearing on non-renewal is made, the hearing shall be held within 15 days after receipt of the request. The teacher shall be given at least three days notice of the hearing.
2. All hearings shall be conducted informally, in executive session, unless the respondent requests that it be open, with only the members of the Board, the respondent, the Head of School, Principal and such witnesses as may be called in attendance. The respondent and the Head of School may each be represented by a person designated in writing.
3. On request, a transcript of the proceedings shall be provided to the respondent, at cost to the party making the request.
4. The Board may consider only such evidence as is presented at the hearing and need consider only such evidence as it believes to be fair and reliable.
5. All witnesses may be cross-examined.
6. The conduct of the hearing is under the Board's presiding officer's control.
7. The presiding officer for the Board of Directors will convene the hearing for the purpose of hearing the respondent and Schools testimony.
8. The Head of School will introduce the hearing participants.
8. The presiding officer for the Board will state the procedures to be followed during the hearing.
9. Hearings shall open with the respondent's presentation, supported by such proofs as he or she desires to offer.

11. The School shall present such testimony and/or documentary proofs as it desires to offer, including testimony from the Head of School, Principal and witnesses. In a case of non-renewal, the School will present in rebuttal of the teacher's contentions, or in general support of the administration's decisions not to reappoint, testimony and/or documentary proofs that substantiate the Schools position.

12. The respondent will be given an opportunity to present his or her summary and arguments.

13. The school will be given an opportunity to present its summary and arguments.

14. After all the evidence has been presented, the Board may retire for deliberation. In a case of non-renewal, if the Board determines that the teacher's contention has not been established, it shall, by a simple unelaborated statement, notify the teacher by a written notice within 15 days following the conclusion of the hearing. This notice shall also include the Board's decision on reappointment. This decision shall be final.

APPROVED BY THE BOARD OF DIRECTORS OCTOBER 27, 2015