

# APPEALS PROCEDURE

Should an educator wish to appeal a decision of the LPDC, the appeal should be resolved as follows:

- Step One: The educator shall first discuss the concern with a district representative on the LPDC.
- Step Two: If, after Step One, the educator wishes to appeal, the educator shall submit a written request for an appeal meeting to the LPDC within fifteen (15) calendar days of the date of receipt of the unapproved documentation that is the subject of the appeal.
- Step Three: Within fifteen (15) days of receipt of the written request for an appeal meeting, the LPDC shall schedule the appeal meeting. The appeal meeting shall take place within thirty (30) days of the date of its scheduling. The LPDC shall notify the educator in writing of the time, date, and place of the meeting.

The appeals committee shall consist of the following:

1. One member appointed by the LPDC; and
2. One member appointed by the educator; and
3. One member mutually agreed upon by both the LPDC and the educator.

The educator shall be notified in writing of the decision within seven (7) days of the meeting and the decision shall be by majority vote.