

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File:   **BDE**  

**PROCEDURE FOR CONDUCTING HEARINGS**

The procedure and format for conducting hearings to cancel indefinite contracts, student due process expulsions and grievances shall be as follows:

The Board shall meet with the aggrieved party at a time convenient to the Board and in accordance with the requirements of statute and/or governing language in policy or master contract.

The hearing will be conducted in Executive Session unless the employee/student desires a public meeting. The Superintendent or his designated representative shall have the obligation to present its case first; the grievant and/or his attorney shall have the right to then present its case. The Superintendent or his designated representative shall then have the right to respond in summation, followed by the grievant responding in summation.

The Board shall then take the matter under advisement and meet to discuss the matter outside the presence of the Superintendent and the grievant. The Board will then render its decision no later than the next regularly scheduled Board meeting. If the grievant notifies the Superintendent, in writing, prior to said meeting that it does not wish to have the Board render its decision in public, the Board will convey its decision by written form signed by the President and Secretary of the Board. If the grievant does not advise the Superintendent, in writing, to the contrary, the Board will then announce its decision and submit the same to roll call vote at the next regularly scheduled meeting.

Grievance hearings shall be conducted in the same form and manner as the indefinite contract cancellation hearings and student due process hearings, with the only exceptions being that prior to the Board hearing said grievance, said grievance shall be handled in accordance with the terms of any applicable contract, if said grievant is covered by a contract.

**DELETED**

**(Information covered in Collective Bargaining Agreement and State Law)**

Adoption Date: September 22, 1976; Revised: October 13, 1982; Deleted: October 10, 2005

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