The Board is required to hold hearings because of negotiated agreements, federal and/or state law, or of its own volition. The procedural rules are intended to establish a consistent format and advise all concerned parties. The meetings shall be public unless both parties agree to executive session.

1. All requests for a hearing or appeal shall be made in writing to Chairperson of the Board or to the Superintendent of Schools. The written notice shall comply with the requirements of law or agreements, and when neither is involved shall state the issues to be present.

2. Notice. The Superintendent of Schools shall send notice in writing to all board members and interested parties not less than three (3) days prior to the meeting date. The notice shall include the charges and/or issues, the date, time and place of the meeting. A quorum of the Board must be present.

3. All parties appearing at a formal hearing shall appear in person and may have advice and representation of counsel.

4. A stenographic or recorded record of the proceedings shall be taken at the expense of the school district. Cost of copies of all or part of the proceedings shall be made available at cost.

5. The appellant shall be heard first.

6. The Chairperson shall rule on the admissibility of evidence. The test of admissibility shall be relevance to the issue. The Chairperson may limit or refuse to admit cumulative or repetitive evidence and may curtail redundant questioning.

7. Cross-examination of all witnesses is permissible.

8. Any party may submit briefs of the issue of fact and law involved in the hearing.

9. All decisions of the Board shall be in writing, unless it shall immediately follow the hearing, in which case it shall be given orally and thereafter in writing. Copies shall be given to all parties.

Formal action shall be taken publicly at a board meeting. Findings of fact, conclusions of law, and the disposition of case shall be the only information released on the hearing.