

B. Charter Board Governance and Operations
Policy B-501: Grievance Committee
Policy

The Valhalla School Foundation Board of Directors shall establish a Grievance committee comprised of both parents and teachers to make non-binding recommendations to the Board of Directors concerning the disposition of complaints. The Grievance Committee shall have four members who will serve on year terms, with one member designated as chairperson by the other committee members. Committee members shall be appointed each year at the first Board of Directors meeting following the start of the school year. Grievance Committee members may serve no more than two consecutive terms on the committee.

Guidelines

The advisory grievance committee hears complaints on the part of individuals or groups who allege a violation of the provisions of the school's Charter. This grievance committee is a standing committee of the Board of Directors, including parents and teachers as members. The grievance and complaint review process includes:

1. written description of the grievance, along with any supporting documentation, to be presented by the aggrieved party to the grievance committee no later than one month after the fact;
2. committee review of the grievance and all supporting materials along with interview of the aggrieved and other relevant parties within one month's time;
3. committee decision within one week's time or a call for more information, in which case the process starts again with 2);
4. the advisory grievance committee makes its decision and nonbinding recommendations concerning the disposition of the complaint known to the school's Board of Directors;
5. the Board of Directors considers the recommendations of the grievance committee at its next regularly scheduled meeting and renders a decision;
6. if the Board decides wholly or partially for the aggrieved, any remedial action is to be taken as expeditiously as possible;
7. if the aggrieved is dissatisfied with the Board's decision, an appeal may be made to the Minister of Education.

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