

**B. Charter Board Governance and Operations**  
**Policy B-301: Appeals to the Charter Board**  
**Policy**

The Valhalla School Foundation is committed to fair and orderly processes in which to resolve disputes or concerns arising from its Student policies and the decisions made there under.

Parents and the student, if 16 years of age or older, have the right to appeal decisions which significantly affect the education of the student.

The Charter Board expects that this policy will come into effect after the parent and/or student has followed the School's stated protocol for relating concerns, namely addressing concerns first with the teacher, where appropriate, then the Principal and ultimately the Superintendent.

**Guidelines**

1. Appeals shall be heard by the Charter Board (the "Board"). Directors of the Board who are in conflict of interest or who believe that their judgment is unduly biased (such that they shall not be able to make a fair decision), shall withdraw from the appeal process.
2. Appeals to the Board are made through the Superintendent, who will arrange for a hearing with the Board (or its appeal committee).
3. Appeals to the Board will be in writing, stating the basis for the appeal and will include a copy of the written decision giving rise to the appeal.
4. Appeals of decisions made by the Superintendent must be made within 30 days of the written decision provided to the parent or student.
5. The grounds for an appeal to the Board will include one of the following:
  - a) a decision affecting the education of a student,
  - b) a suspension of a student (if expulsion is being considered),
  - c) accuracy and completeness of a student record
  - d) a fee or cost levied on a parent for instructional supplies or materials, transportation, damage to school or personal property.
6. Board Appeal hearings will be held and a written decision rendered, stating reasons for the decision, within 10 days of receipt of the request for an appeal.
7. The appeal hearing will provide an opportunity of all parties to speak to the issue(s) in dispute and to present pertinent documents. The appeal process is designed so that disputing parties will not require legal counsel; however, a person making an appeal may choose to be represented by legal counsel. If any party is to be represented by legal counsel, all parties will be notified in advance of the hearing.
8. Hearings will proceed with the following steps in place:
  - a) All parties are present and consent to proceed.
  - b) Chair of the appeal hearing will introduce all parties, and begin by stating the purpose of the hearing as follows,

