

Procedure:

Any parent having a grievance with a staff member must 1st seek to resolve the issue with that particular staff member. If the matter is unresolved the parent may ask to speak with an administrator.

If the parent is unhappy with the administrator's decision, he/she may submit a formal written grievance to the Executive Director within school 5 days of the administrator's decision. The Executive Director will discuss the matter with the parties either by phone, or in person, and advise the parent of her decision within 10 school days of receiving the grievance.

If the aggrieved party is not satisfied with the decision of the Executive Director, or if the grievance involves the Executive Director, the party may appeal the matter to the Board of Trustees. Any appeal to the Board of Trustees must be made within 5 days of the Executive Director's decision. The Board of Trustees may hear the matter at the next scheduled board meeting and will notify the grievant of their decision in writing no more than 15 school days after the hearing.