

**Policy: GRIEVANCE POLICY FOR PARENTS**

Ratified: June 3, 2009



The purpose of this policy is to clarify for parents a process by which concerns can be addressed. The Board encourages active parent participation in their child(ren)'s education, and hopes that parents will feel empowered to voice their opinions, volunteer in and out of the classroom for North Davis Preparatory Academy, and work as a team to provide the best education for their child(ren).

**If you have a concern with teacher or any staff member of NDPA, the following steps shall be followed:**

1. Items involving teachers, staff members or administration should first be addressed with the individual(s) directly involved.
2. If the issue is not resolved at this level, you may address your concern with the administration.
3. If the issue remains unresolved, or the specific issue concerns the administration, a \*written complaint may be filed with the Board of Directors.

**If you have a concern with a policy, procedure or practice at the school, the following avenues of expression are available to you:**

1. Contact the following individuals for directions regarding who to contact: Board of Director Members and/or school Administrator:
  - a. If the concern is directly related to administrative practices or procedures, you may address your concern directly with the administration.
  - b. If your concern is directed to POET, you may attend the regular POET Parent Meetings held in the library (Please see POET Book for this year's dates and times) and express yourself during the parent comment portion or call the Chairman at least 3 working days in advance and request to be placed on the Agenda.
  - c. If your concern deals with school policy, you may address the board in a formal Board of Directors meeting during the "public comment" portion. You may also request to be added to the meeting agenda by contacting the president of the Board of Directors 3 working days prior to the scheduled meeting date. It is important to note that the Board President has discretion over the Board Meeting Agenda items.

**If you feel you or your child has been treated unfairly, discriminated against, or treated in a manner that is in violation of state or federal law:**

1. You may file a \*written complaint with the principal, and if you wish, make an appointment to discuss the issue.
2. You may file a \*written complaint with the Board of Directors.
3. You are welcome to attend the Board of Directors' Meeting and have the issue addressed during a regularly scheduled public comment period.

\* Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation.

*Monte Poll*

June 3, 2009

**Monte Poll, NDPA Board President      Date**