

## Elementary and Middle School Parent/Guardian Grievance Policy

A parent/guardian may bring a request to the PYP or MYP Directors for any reason, including the request to appeal a disciplinary decision. The following process is established so that student and parent/guardian/guardian concerns, appeals or complaints may be brought to the attention of the most appropriate party:

1. If an issue arises at school, student or parent/guardian should first discuss it with the staff member most directly involved.
2. If the parent/guardian is not satisfied with the conclusion, or either party believes it to be necessary/helpful, they may request an appointment with Dean of Students. If the parent/guardian does not believe the situation to be resolved, s/he may request an appointment with the PYP or MYP Director who will ensure that step one and two have been followed, investigate (if necessary) or have her designee investigate, and address the matter.
3. If the situation still has not been resolved to the satisfaction of the student or parent/guardian, a written summary of the concern should be directed to Director of Operations, Jared Frank. Mr. Frank may be reached by email at [dfo@morrisjeffschool.org](mailto:dfo@morrisjeffschool.org) (subject line should read "appeal") and by US Mail at PO Box 19227, New Orleans, LA 70179. Mr. Frank will direct the matter to the most appropriate person.

### Discipline

There is no formal process for requesting a review of lower level disciplinary consequences such as detention, or in school intervention. The parent should begin with step 1, above, and continue through step 3 if necessary. The Director's decision shall be final in the case of lower level disciplinary consequences such as detention, or in school intervention.

In the event of a suspension, the parent/guardian has a right to request written notice of the suspension and the reason the child is being suspended. The student has a right to be advised of the misconduct of which s/he is accused and the basis of that accusation. The student has a right to present his/her version of the facts and his/her perspective. If however, the student's presence in school poses a continued danger to person or property or an ongoing threat of disruption to the academic process, s/he shall be immediately removed from the school without benefit of the procedure described above; the procedure shall follow as soon as it is practicable.

A parent or guardian has the right to appeal the suspension to the Head of School or designee. Parents have 5 school days to appeal the suspension in writing. The Head of School or designee will conduct a hearing on the merits of the case. The decision of the Head of School or designee on the merit of the case and the terms of the suspension is final. Please note: While the HOS or designee will examine all evidence, school policy prohibits sharing names of other students, videos, statements, etc.



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