



## **GRIEVANCE PROCEDURE**

TCS firmly believes that adults must model good character, even in the most challenging of situations. Should a parent or scholar have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command.

1. Schedule a meeting with the teacher via email. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the scholar than anyone else. Issues that arise in a particular classroom should be addressed to the teacher of that classroom, as they have a more direct knowledge of the scholar and/or situation. Parents/guardians should schedule a meeting with the teacher by sending an email directly to the teacher. Except in emergency circumstances or situations involving imminent danger, parents/guardians shall not confront a teacher about an issue with scholars present, including his or her own. If the teacher and parent agree that it is in the best interest of the scholar to have a discussion in the presence of the scholar, they may do so. Teachers have 48 business hours to respond.
2. Contact an administrator if the grievance cannot be resolved with the teacher, and the matter regards discipline.
3. Contact the principal after steps one and two have first been attempted and the matter requires further attention.
4. Contact the Board of Trustees' Parent Liaison after steps one, two and three have been attempted and the grievance is still unresolved. The parent liaison will review the grievance and investigate and provide a written response within 10 business days.

TCS adopts the school board of Leon County's grievance processes and procedures to provide for the prompt and equitable resolution of scholar and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations, which may be found in their policy manual at:

<https://go.boarddocs.com/fla/leon/Board.nsf/Public#>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school will respond.