

# ADDRESSING A CONCERN AT SCHOOL

Ivy Preparatory Academy finds that the quickest and most effective way to resolve a concern regarding your scholar is by addressing it at the most direct level.

## START HERE



In our school district, we care about each and every scholar. We also believe that open and honest communication between parents and teachers is key to scholar success. Thank you for partnering with your scholar's teacher and school to address concerns.

1

### TEACHER

First, talk to your scholar's teacher or a counselor at the school for assistance. Most concerns are resolved at the classroom level.

2

### ASSISTANT PRINCIPAL

If the concern is not resolved at the classroom level, please contact your scholar's Assistant Principal.

3

### PRINCIPAL

If working with the Assistant Principal does not adequately address the issue, please request a meeting with the Principal.

4

### EXECUTIVE DIRECTOR

If after following steps one through three, your concern has not been resolved to your satisfaction, please contact our Executive Director.

