Mountainville Academy

CONFIDENTIAL REVIEW OF CONCERNS

Parents/guardians and school staff may occasionally have a concern in regard to a particular aspect of the school. Open and honest communication between parents, staff and the school is welcomed and encouraged. In order for the board of trustees and staff of [school name] to best meet the needs of the students and the school, parents and staff who have concerns are asked to adhere to the following procedure when addressing concerns:

> 1. Begin by first addressing the concern with the teacher or individual with whom the concern is directly related.
> 2. If the teacher or individual is not able to sufficiently resolve the concern, the concern should then be addressed with the School Leader.
> 3. If the School Leader cannot resolve the issue satisfactorily, parents/staff may complete a "Confidential Review of Concerns" form, which shall be accessible from the school website.

This form may be emailed to the board chair or mailed to the school in a sealed envelope, addressed to the board chair. The board chair will then review and may present the information to the board of trustees, based upon the nature of the concern. The board of trustees shall follow Utah Open Meetings Law when discussing any information that falls under the closed/executive session parameters. Parents/staff may choose to present their case directly to the board, either in person or through the board chair.

The Board of Trustees will respond quickly as circumstances dictate, not to exceed 45 days.

Please submit the following information either electronically or in a sealed envelope:

1. Your name.
2. Please describe the nature of your concern.
3. Please describe your efforts to address/resolve the concern with the individual(s) directly involved.
4. Please describe your efforts to resolve the concern with the Administrative Director.
5. Please describe why the Board of Trustees should consider your concern (why you feel steps #1 and #2 have not brought resolution).