

## **Coghill's 2020-2021 Grievance Policy**

Parents or guardians may address any issues or problems by completing a grievance form at the main office or on our website. If an online form is completed, the parent liaison will contact the parent to confirm receipt of the grievance. The parent liaison will work to provide an immediate solution or estimated timeline to address the problem. The decision will be communicated to the parents within five school days after receipt of the grievance. If parents disagree with the decision, they may:

- request a meeting with the school principal or designee, who may uphold or overturn the decision
- appeal the decision of the principal to the Chief Safety, Discipline, & Direct Run Schools Officer who may uphold or overturn the decision of the principal or designee