



COMPLAINT PROCESS

1. Persons entitled to avail themselves of this process are students, parents, and other persons directly affected by the operation and administration of The Preuss School.
2. Complaints relating to the administration and operation of the school must be submitted in writing within a reasonable time to the Principal for resolution.
3. The Principal shall consider all the facts and arrive at a resolution of the complaint.
4. If the complainant is dissatisfied with the principal's decision, then the complainant may petition the Board of Directors in writing. The Board's Executive Committee shall make a determination about how best to resolve the matter.
5. If the complainant is not satisfied with the Appeals Committee's resolution, the complainant may appeal in writing to the Board Chair. The Chair's decision is final.