CLASSICAL PREPARATORY SCHOOL

Academic Excellence & Character Enrichment

12836 Shady Hills Road, Spring Hill, FL 34610 • P: 813-803-7903 • F:813-402-0603 • www.classicalprep.org

Parent Grievance Form

Updated July 28, 2025

Should a parent have a grievance or complaint, please follow the chain of communication for resolution.

1. Seek to resolve the problem with the teacher/staff member
2. Meet with the appropriate school administrator(s) by making an appointment
3. If still unresolved, contact the Board via the Parent Liaison by emailing board@classicalprep.org

Level I – The parent/guardian should discuss the grievance with the person responsible for what the student or parent/guardian believes to be unfair treatment. No grievance will be processed until after the initial meeting takes place. The parent/guardian should reach out to the responsible person via email to coordinate a day/time to talk.

Level II – If the grievance has not been resolved after speaking with the teacher/staff member, the parent/guardian may submit a completed Parent Grievance form to the appropriate school Dean within five (5) school days of the Level I discussion. The Dean will then coordinate a conference. After the conference, the Dean will give a written decision.

Level III: If the grievance has not been resolved after speaking with the Dean, the parent/guardian may submit a completed Parent Grievance form to the Head of School within five (5) school days of the Level II discussion. The Head of School will then coordinate a conference. After the conference, the Head of School will give a written decision.

Level IV: Reaching out to the Board: If the grievance has not been resolved at Level II, the parent/guardian may, within five (5) school days after receipt of the administrator's decision, submit the Parent Grievance Form to the Parent Liaison via email to board@classicalprep.org. The parent/guardian will be notified of next steps via the Parent Liaison.

Parent Grievance Form

Today's Date: _____

Student Name: _____ Student Grade: _____

Parent/Guardian Name: _____ Cell Phone #: _____

Parent/Guardian Email: _____

Statement of Grievance: Provide a complete description/explanation of complaint, date of incident(s) on which complaint is based, names of other responsible parties, witnesses and all other relevant facts. Use additional paper as needed.

Describe any earlier efforts to resolve this matter or reasons no such efforts were pursued:

Desired Resolution:

Parent/Guardian Signature: _____
Date: _____

I. Person with whom Level I discussion was held: _____ Date: _____

II. I request that this grievance be considered at Level II by the Dean. (*After parent/guardian signature, this form should be emailed to the Administrator or dropped off at the front office within five (5) school days after the initial meeting.)*

Reason for request to move up to Level II:

Parent Signature _____ Date: _____

Date received by Administrator: _____
Date of meeting with Parent/Guardian_____

Decision of Administrator (Level II):

_____
Administrator Signature

III. I request that this grievance be considered at Level III by the Head of School. (*After parent/guardian signature, this form should be emailed to the Head of School or dropped off at the front office within five (5) school days after the initial meeting.)*

Reason for request to move up to Level III:

Parent Signature _____ Date: _____

Date received by Administrator: _____
Date of meeting with Parent/Guardian_____

Decision of Administrator (Level II):

_____
Administrator Signature

IV. I request that this grievance be considered at Level III by the Board or Board's Designee.
(*After parent/guardian signature, this form should be emailed to board@classicalprep.org within five (5) school days after the Administrator's decision.)*

Reason for request to move up to Level III:

Parent Signature _____ Date: _____

Date received by Parent Liaison: _____
Date of meeting with Parent/Guardian_____

Decision of Board or Board designee (Level III):

Complainant, please note: A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint. Attach to this form any documents you believe will support the complaint. If documents are unavailable when you submit this form, they may be presented no later than the Level I conference. Please keep a copy of the completed form and any supporting documentation for your records.

** Complaints related to grades will not be heard by the board; final decision will be made by the Head of School. (i.e. Extra credit, summer work, individual grades)*