



# LINCOLN

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## PREPARATORY SCHOOL

### Filing a Grievance

The purpose of this grievance process is to secure, at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints and/or concerns. Usually, student or parent complaints can be resolved simply by an informal phone call or conference with the teacher or Executive Director who is the subject of the complaint. Generally, should the complaint involve a problem with a teacher, the student or parent is expected to discuss the matter with the teacher before requesting a conference with the Executive Director.

For those complaints that cannot be handled informally, the school has adopted a formal grievance policy detailed on pages 55-58 of the Student Handbook.

1. Contact the school at 318-242-8788 with concerns.
2. If no resolution is reached with 72 hours, contact the [Executive Director](#).
3. If still no resolution, notify the Lincoln Preparatory School [Board of Directors](#). Include all details of the claim, the attempts made to resolve the claim, and what resolution is sought.