



# Treasure Village Montessori

## Problem Resolution Procedure Form

86731 Overseas Highway Islamorada, FL 33036

---

Dear Parent/Guardian/Employee:

The TVM Principal and the Governing Board strive to provide a climate where teaching and learning can occur in support of the school's mission. From time to time a situation may arise which you may wish to bring to the attention of the directors or the governing board.

The TVM Principal will work with you to resolve/answer any concern or question which you may have; however a formal meeting with the governing board can be arranged by the following steps below.

**1. Provide the following information:**

Name: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_

**2. What is your specific question or concern:**

---

---

---

---

---

---

3. Did you discuss this question or concern with the school Principal? Yes No

If yes, please provide the details including the date, time and location of this meeting:

Date of Meeting: \_\_\_/\_\_\_/\_\_\_

Time of Day: \_\_\_\_\_

Length of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

List all parties in attendance at this meeting: \_\_\_\_\_

Please provide a brief summary of your meeting:

---

---

---

---

---

---

4. Did the Principal respond to your concern or question? \_\_\_\_\_

5. Did the school's Principal offer a possible solution, resolution, or remedy? \_\_\_\_\_

If yes, what was this solution, resolution, or remedy offered?

---

---

---

---

---

6. Did you accept or reject the solution, resolution or remedy offered by the school's Principal? If you rejected the solution, resolution, or remedy, please state your reason below?

---

---

---

---

---

7. Please suggest an alternate solution, resolution, or remedy if you rejected the plan offered by the school's Principal.

---

---

---

---

---

8. Would you like to address the school's governing board concerning this matter? \_\_\_\_\_

**Thank you for taking the time to submit your written request to address the TVM governing board. You will be notified by e-mail of your appointment to address the TVM governing board concerning this matter within ten days of this form's receipt. The decision of the governing board concerning this matter shall be final.**

---

Signature Date

---

Administrator Signature Date Received

[Treasurevillagemontessori.com](http://Treasurevillagemontessori.com)

Treasure Village Montessori nurtures a love and curiosity for learning while developing students' abilities to be successful, contributing members of society