

## Grievance Process

### 1. The Issue

Informal meeting between parent, student and teacher

Identify the issue(s) and agree on steps to be taken by all parties

### 3. The Monitoring

Agree on outcome and further monitoring

If problem persists or steps prove unsatisfactory

### 5. The Resolution

Principal affirms and documents final resolution



### 2. The Documentation

Document the issue in a parent/teacher conference form

### 4. The Intervention

Parent meets with Principal, Teacher & Student (if applicable)

If problem persists or steps prove unsatisfactory

### 6. The Appeal

Either party may appeal the Principal's decision and present to the TVM Board

Board involvement is to be used as the final recourse