

Heights Elementary School

IB WORLD SCHOOL



Heights Elementary Parent/Legal Guardian or Student IB-Related Complaints Procedures

Parents, Legal Guardians and Students have the right to file a complaint regarding IB programme-related decisions from the school. To file a complaint, please follow the steps below.

1. Complete the form on the following page.
2. Email the form to the IB Coordinator, Lacey Davis at LaceyKD@leeschools.net
3. Upon review, the administration team and IB Coordinator will share the results with the parent or student who submitted the complaint.
4. The complaint form will be filed in the cumulative folder of the student who filed the complaint or the folder of the student of the parent/legal guardian who filed the complaint.

**Any complaints non-related to the IB program should be addressed with the following school contacts:*

Academic, Classroom Environment, Behavior Concerns:

- *Please address with your / your child's teacher.*

Problems of a personal nature or Regarding Standardized Testing/ Testing Accommodations:

- *Ashley Stanley, Heights Guidance Counselor*

Please always feel free to reach out to administration if you are unable to resolve the problem by contacting the above staff members.

Heights Elementary IB-Related Complaints Form

Date: _____

Student Name: _____

Parent/Legal Guardian Name (if filing report) _____

Email: _____

Phone Number: _____

Description of Complaint:

[illegible]

To be Completed by IB-Coordinator:

Date reviewed:

Outcome:

