



memphis college prep

• ELEMENTARY SCHOOL •

Parent/Guardian Grievances Protocol

Memphis College Prep's Board of Directors has the following Grievance Policy as a guide for parents/guardians to solve possible grievance issues in the most effective manner.

The following procedure will be followed whenever a parent/guardian has a particular grievance:

1: The parent/guardian is to set an appointment to meet with the teacher or staff member involved in the grievance. The teacher and/or the parent/guardian may request that the principal or his/her designee be present. Appointments may be requested by calling the school or by email.

2: If the issue is not resolved, the parent/guardian may ask for a meeting with the principal, Trakela Small, or the Operations Manager, Joshua Giesler. The Principal or the Operations Manager may request that teacher/staff member may be present. Meetings may be requested by calling the school or by email.

3: If the issue is not resolved, the parent/guardian may ask for a meeting with the Executive Director. The Executive Director may request that the teacher/staff member(s) may be present. Meetings may be requested by calling the school or by email.

4: If the issue remains unresolved, the parent/guardian is requested to write a letter of grievance addressed to the Memphis College Prep Board Chair, Tyree Daniels for final decision. The letter may be sent to tyreedaniels@bellsouth.net or sent to 1500 Dunn Avenue Memphis, TN 38106, Attn: Tyree Daniels.

Important Contacts:

Trakela Small, Principal: tsmall@memphiscollegeprep.org

Joshua Giesler, Operations Manager: jgiesler@memphiscollegeprep.org

TBD, Executive Director:

Tyree Daniels, Memphis College Prep Board Chair: tyreedaniels@bellsouth.net