

Phillips Preparatory School

Parent or guardian and student complaints procedure

Below are the written procedures for how it will deal with complaints and students' requests for appeals against I.B. decisions taken by the school.

1. Parents or guardians and students can file a complaint through the contact form on the Program Coordinators page on the school website.
<https://www.phillipsprep.com/jennifermorgan>
2. Program coordinator investigates the merit of the complaint
3. School I.B. team meets to discuss the complaint and propose solutions
4. The I.B. team will meet with parent/guardian and student to explain the rationale for the proposed solution.
5. If unresolved, I.B. team will meet again to address further concerns