

If a parent still feels the issue is not resolved after following the above steps, he/she can write and submit a written complaint for the school director. If the director fails to address the issue within five working days without a reasonable explanation, the parent has the right to present his/her issue to the PTSA by following Parents Complaint Procedure set out by the PTSA. The complaint must be submitted in writing and submitted to the PTSA secretary.

When resolving issues:

- When scheduling a meeting, let the staff member know the topic in advance so s/he can prepare for the meeting and bring the relevant teacher or department coordinator to the meeting.
- Always use respectful language and behavior as outlined in the Parental Code of Conduct.
- The school will meet with one family at a time. However, in special cases and with prior permission, it may meet with two families with special permission.

Parent or Guardian Signature Sheet

This page must be signed by you (the parent or guardian).

By signing the statement of receipt, parents or guardians agree to the rules and policies of One Planet International School.

We acknowledge that we have received and reviewed One Planet International's School Policy with our child.

Student's Name

Mother or Guardian's Name

Signature

Date

Father or Guardian's Name

Signature

Date