

The Montessori School of Englewood (TMSOE) values the support of our Community in maintaining a safe and high-quality learning environment. We are dedicated to fostering clear, open, and transparent communication to resolve concerns promptly. If you have a concern regarding TMSOE, please follow the steps outlined below:

**Level I: Classroom Review
Nature of Concern**• Issues related to classroom matters, such as homework, missing assignments, discipline, or grades.
**Review Procedure**• The parent or guardian should contact the teacher or staff member directly to address the concern and seek a resolution.

**Level II: Administrative Review
Nature of Concern**• An unresolved issue from Level I.
• Allegations involving improper actions by a school team member or volunteer.
• Concerns about school procedures, policies, or how the mission is carried out about individual students.
**Review Procedure**• The parent or guardian should submit a written request (preferably via email) to the administration. Within three business days, a meeting will be arranged to discuss the matter, either in person or by phone.

**Level III: Board of Directors Review
Nature of Concern**• An unresolved issue from Level II.
• Concerns regarding school policy as outlined in the student handbook.
• Issues with school-wide procedures or policies affecting all students.
• Allegations involving improper actions by the administration or Board members.
**Review Procedure**• The parent or guardian should submit a written request to the Board of Directors for review. The Board will address the issue according to its policies and procedures.

**Other Policies**

Anti-bullying Policy

TMSOE follows CPS' anti-bullying policy. For the full policy, please visit [CPS Anti-Bullying 705.5A](http://www.skinnernorth.org/uploads/4/1/0/1/41014239/anti-bullying_policy_cps.pdf). To review CPS' full Rights and Responsibilities Handbook, please visit [CPS' Student Code of Conduct Policy](https://www.cps.edu/about/policies/student-code-of-conduct-policy/).