



**Parkview Adventist Academy**  
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Dear Parents and Guardians of Parkview Students,

Communication is the key to relationships in general, and the Parkview administration and teachers want you to always communicate great and not-so-great experiences with us. Below is the grievance procedure for those not-so-great experiences. We look forward to partnering up with you. May God be glorified for the sake of the children, our relationships with each other and our Father.

### **Grievance Procedure**

Communication is key to a good relationship between the home and school. If a parent has a question or concern about something that has occurred in the classroom, the following steps must be taken in the correct order to ensure that parent grievances are addressed.

**Step 1** The parent should talk to the teacher.

**Step 2** If resolution is not reached, the parent should ask to speak to the teacher and principal.

**Step 3** If the above attempts do not result in resolution, the parent is invited to put concerns in writing for consideration by the chairperson of the school board.

**Step 4** If the problem is still not resolved, the parent may contact the Oklahoma Conference Education director who will intervene in an effort to find resolution.

I have seen, read, and understand the Grievance Procedures presented above.

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*This can also be found on the last page in the Parkview Student Handbook.