

# FOREST PARK ELEMENTARY SCHOOL

1201 SW 3rd Street; Boynton Beach, FL 33435  
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*A Title I & International Baccalaureate School*  
Home of the “ROARING TIGERS”



Sharonda Alleyne  
Principal

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Assistant Principal

## Complaint Procedure Policy

### Forest Park Elementary Mission Statement

Forest Park Elementary aims to develop active, inquiring, and knowledgeable lifelong learners who achieve standards and who make a difference through intercultural understanding and respect.

### Vision

Forest Park Elementary envisions a dynamic, collaborative, and multi-cultural community where education and lifelong learning are valued and supported. Integrative technological modalities assist learners to reach their highest potential and succeed in global outreach, while providing experiences that prepare students to become productive citizens.

### Purpose

The purpose of this policy is to outline the procedures stakeholders must take when they have a complaint.

### Roles and Responsibilities

All stakeholders, including students and parents, teachers, and administrators, agree to implement the complaint procedure policy.

### Procedures

- ❖ **Bullying:** Follow district procedures by completing a Student Mistreatment Report located in the front office and/or complete a Bullying/Harassment Anonymous Drop-Box Report and file it in the drop boxes placed at various locations on the campus or complete the online Bullying and Harassment Report. A student can also call Safe Schools' centralized Bullying Anonymous Hotline Telephone to report concerns of bullying 561-434-8200.
- ❖ **Grades:** Report cards are distributed three times yearly
- ❖ **Assignment and Class Grades:** Teachers contact parents if students need development.
- ❖ **Assessment:** FSQs and USAs are given in subject areas as well as iReady diagnostics and FAST assessments.

### **Evaluation of Policy**

The IB faculty and administration remain deeply committed to ensuring the success of the complaint procedure policy. Toward this end, the faculty and administration will review the policy regularly with an eye toward improvement. The policy will be reviewed annually by the IB Committee. This policy was last reviewed Fall of 2024.

### **Policy Distribution**

Copies available in the front office and on the school website.

### **Committee**

IB Committee for FY25 consists of the IB Coordinator, an Intermediate Teacher, a Primary Teacher and a Support Teacher.