



LCA Internal Concern Procedures

We believe in the importance of working in partnership with parents to offer the best educational experience possible. We also believe in the importance of developing student agency. Therefore, our internal complaints procedure includes information pertinent to both students as well as parents.

If an individual has concerns about an LCA policy or decision involving the IB Middle Years Program or otherwise, that individual is encouraged to do the following:

If the individual is an LCA student in grades 5-8:

- Attend office hours of the teacher with whom you have a question or concern.
- For academic concerns, make an appointment with the Dean of the International Baccalaureate Program or the Principal. You can make an appointment by speaking to or emailing the administrator.
- For disciplinary concerns, contact the Dean of Students.
- For concerns about athletics or extracurricular programming, contact the Assistant Principal.

If the individual is a parent or guardian of an LCA student in grades K-8:

- Email the teacher with whom you have a question or concern.
- For academic concerns, contact the Dean of the International Baccalaureate Program or the Principal.
- For disciplinary concerns, contact the Dean of Students.
- For concerns about athletics or extracurricular programming, contact the Assistant Principal.

Appeal Review

Once a concern is addressed by at least one administrator listed above, a student or parent can request that a decision be reviewed. That review will be conducted by the school President.