



Procedures for Contacting the Board of Ethos Classical

Purpose

The purpose of this procedure is to establish a clear and effective process for stakeholders to contact the Board of Directors of Ethos Classical. This ensures that communication is handled appropriately and that issues or concerns are directed to the correct channels.

Qualifying Issues for Board Contact

Stakeholders may contact the Board of Directors for the following issues:

1. **Governance and Policy Concerns:** Issues related to school governance, policies, strategic direction, or overall school performance.
2. **Unresolved Administrative Issues:** Matters that have not been resolved satisfactorily through standard administrative channels.
3. **Complaints Against Leadership:** Serious concerns or complaints specifically involving school leadership, including the Head of School or Principal.
4. **Strategic Suggestions:** Suggestions for the strategic growth and development of the school.

Initial Steps Before Contacting the Board

1. **Attempt Resolution at Administrative Level:** Before reaching out to the Board, stakeholders should attempt to resolve issues through appropriate administrative channels. This includes contacting teachers, the principal, or other relevant school administrators.
2. **Document the Issue:** Ensure that all attempts to resolve the issue administratively are documented. Include dates, times, and summaries of the discussions or meetings held.



Procedure for Contacting the Board

1. **Prepare a Written Statement:** Prepare a concise written statement outlining the issue or concern. The statement should include:
 - Your name and contact information
 - The nature of the issue or concern
 - Steps already taken to resolve the issue
 - Desired outcome or resolution
2. **Send the Statement to the Board Liaison:**
 - Email: Send the written statement to the Board Chair at tiffany.fick@ethosclassical.org.
 - Mail: If preferred, send the written statement by mail to: Ethos Classical Board of Directors 2295 Springdale Circle SW, Atlanta, GA 30315
3. **Board Review:** The Board Liaison will acknowledge receipt of the communication within five business days and will distribute it to the relevant Board members.
4. **Board Response:** The Board will review the issue during its next scheduled meeting. In urgent cases, the Board may call a special meeting. The Board Liaison will communicate the Board's response or action plan to the stakeholder within ten business days following the meeting.
5. **Follow-Up:** If further action is required, the Board Liaison will coordinate with the relevant parties to ensure the issue is addressed satisfactorily.

Confidentiality

All communications with the Board will be treated with the highest level of confidentiality, respecting the privacy of the individuals involved.

Contact Information

For any questions regarding this procedure or for further assistance, please contact the Board Chair at tiffany.fick@ethosclassical.org.



These procedures ensure that stakeholders have a clear and effective means of communicating with the Board while promoting transparency and accountability within the governance of Ethos Classical.

Please see our [website](#) for our Board of Directors.