

## **870-RULE GUIDELINES FOR HANDLING PARENT AND PUBLIC CONCERNS**

1. When a parent has a concern over a problem with a teacher or a classroom service, the first step in reaching a solution to the situation should be to contact the teacher involved and set up a conference with that teacher at a time mutually agreeable to both.
2. If a solution is not reached that is satisfactory, the parent should contact the principal of the building in which the situation occurred. The principal will, if necessary, set up a conference with that parent. The teacher should be present at this conference.
3. If the situation is not settled satisfactorily in such a conference, the parent should contact the district administrator. He will then set up another conference which the building principal and teacher will be invited.
4. If the situation still remains unsettled, the parents(s) should request preferably in writing, to the administrator, that the problem be placed on the agenda for the next Board meeting. It will be placed on the agenda, if at all possible, and the Board will take action to reach a solution.
5. Parents who may have non-instructional concerns, such as problems with food services or transportation, should refer their concerns to the employee responsible for that area or to the District Administrator.

First Reading: August 28, 2000

Adopted: September 25, 2000