Tips for Communicating with Schools



Our Schools welcome communication from parents.

There are different ways to reach out to school staff, and the one you choose should depend on your needs.

- A brief email or note is appropriate for a first-time concern or question.
- If the same concern comes up again, consider a 10-minute phone call with the teacher or school representative (coach, counselor, etc.)
- If further discussion is needed, schedule a 20-minute conference with your child's teacher or the school administrator.

When a concern arises, it should be addressed first at the level of the organization where it occurred. Typically, that's the classroom teacher. If the concern isn't resolved at this level, it may be escalated in the following order:

- 1. Principal or principal's designee
- 2. Elementary, middle school or high school director
- 3. Assistant superintendent
- 4. Superintendent

