

MATTHEW 18 PARENT/TEACHER CONCERN FORM (REF: GCC 4308)

TO BE COMPLETED BY TEACHER

INFORMATION

Parent's Name _____

Address _____

Telephone _____ Email Address _____

Student's Name _____ Grade _____

Teachers' Name _____ Subject Area _____

SUMMARY OF CONCERN (Meeting 1)

Meeting Date _____

Summary

RECOMMENDED RESOLUTION

MEETING RECORD (Meeting 2)

Meeting Date _____

PARTIES PRESENT (Print Names)

Summary

RESOLUTION

MEETING RECORD (Meeting 3)

Meeting Date _____

PARTIES PRESENT (Print Names)

Summary

Resolution

REPORT TO BE KEPT BY LOCAL PRINCIPAL/HEAD TEACHER

The Conference K-12 Board of Education has voted the following Local Conflict Resolution Procedure for adoption and use in all schools. The Procedure ensures of due process and is founded on the Biblical principles outlined in Matthew 18. Any questions regarding the fundamental philosophy and/or procedures prescribed should be directed to the Conference Office of Education.

Parent*/Teacher Concern Procedure:

1. Parent is to meet with the teacher** alone or as a family to deal with the concern. Under no circumstance is the issue to be discussed with any other party.
2. If the concern remains unresolved after meeting 1, the unresolved concern is to be taken to the school principal/head teacher for the purpose of securing assistance in finding resolution.
 - A meeting among the three parties (principal, parent, and teacher) is to be held with the principal chairing the meeting and records maintained by the school administrator.
 - The principal is to keep minutes of the meeting, including all relevant issues and/or agreements discussed.
 - The minutes are to be reviewed by all parties prior to the completion of the meeting.
 - Should the concern involve the school principal, the school board chairman would serve as the facilitator and keep minutes.
 - Should the principal be involved, the Office of Education is to be notified.
3. At each instance in which a concern is registered, the teacher should have the right to address the concern directly. If the concern remains unresolved, it will be referred to the Executive Committee, or to the School Board if there is no Executive Committee. At this point, a Conference Office of Education representative is to be directly involved.
4. If these steps prove unsuccessful and the concern remains unresolved, a final appeal of the issue can be made to the School Board. In order to ensure fairness, the teacher is to be present at this meeting. A representative from the Conference Office of Education will be invited by the school board chairman to participate in the discussion of the issues. Should the parent be a member of the school board, he/she will remove himself/herself from the decision-making process relative to the issue at hand. A final resolution to the concern will be acted upon at this level. **All parties are to be officially notified, in writing, of the school board's decision.**

* or other individual with a concern about the teacher

** all meetings with the teacher(s) and/or principal must be by appointment

Please note: These steps are to serve as general guidelines and are not mandatory.