



PROCEDURES FOR EXPRESSING PARENTAL CONCERNS

At Uplift Elevate Preparatory, we believe that parents are partners in education. It is important for you to know who you can talk to, and the resources that are available to you when you have questions or concerns about your child's class assignments, homework, test scores, behavior, classroom, or school procedures and/or curriculum. When you have questions about these issues, following these steps will assure that the concerns are addressed in a timely manner:

Step 1: Make an appointment to see the CLASSROOM TEACHER via email or Class Dojo.

- Teachers represent the first step in resolving concerns because they are knowledgeable about your children and the school program.
- You may make an appointment with the teacher outside of school hours at the teacher's discretion. Scheduling a specific time when other students are not present to meet the teacher assures that the teacher can give you his/her full attention and listen to your concerns.
- Tips: When you meet with the teacher, it is helpful to bring written notes about what you want to discuss, a written account of what happened (if appropriate), and questions that you would like the teacher to answer. As you meet with the teacher, remember that the purpose of the conference is to help your child. It is also a good idea for the child to attend this conference with you and the teacher, depending on the child's age and subjects to be discussed.

Step 2: If the problem is not resolved during the conference between you and the teacher, the next step will be a conference between you, your child, the teacher, and the grade-level DEAN.

- PK-1st Grade: **Kazmere Dean** kdean@uplifteducation.org
- 2nd-5th Grade: **Renata Isa** risa@uplifteducation.org

Once again bringing notes of what you want to discuss, and of what happened during the first meeting will help to keep the discussion focused. During this meeting the Dean may direct you to OTHER SUPPORT PERSONNEL to make sure that you have the opportunity to talk to the person who has the most information about your concern.

Step 3: If the problem is not resolved during the conference between you and the teacher, the next step will be a conference between you, your child, the teacher, and Director Kapiamba (to be scheduled by the director).

Once again bringing notes of what you want to discuss, and of what happened during the first meeting will help to keep the discussion focused. During this meeting the principal may direct you to OTHER SUPPORT PERSONNEL in order to make sure that you have the opportunity to talk to the person who has the most information about your concern.



Step 4: *If your concern is still not resolved after meeting the TEACHER, Dean, Director and/or Support Personnel, the director will advise you on the next steps to take to answer your questions.*

Once again, children need to know that parents and teachers are working together to help them. Following the above steps when there is a concern helps to strengthen the home school partnership and keeps the lines of respect and communication open between parents, teacher, students, and administrators.

A conference provides for two-way communication. By exchanging information, parents and teachers can set the stage for a great school year. Parents with concerns are encouraged to ask for a conference at any time during the year. Parents should expect to spend 20 to 30 minutes at a primary school conference. For specific needs, parents may contact the teacher via Class Dojo or send an e-mail message requesting a conference.



How to Schedule an Elementary School Parent-Teacher Conference

In October and March, the campus will hold parent-teacher conferences. The fall conference is required, and spring conferences are strongly recommended. Parents may also ask for a conference with teachers of other subject areas, such as MTA, Spanish, art, music, or physical education teachers. Parents should let the teacher know if they wish for their children to participate in the conferences.

Tips for Parents on Parent-Teacher Conferences

- Parents should notify the school's translation contact several days in advance if they need a translator for the conference.
- Parents or teachers may request a third party to join the conference, such as a family member, translator, administrator, advocate or special services staff person. It is helpful to inform conference participants in advance.

Suggestions for a Successful Conference

Talk with Your Child

Before you attend the conference, spend a few minutes talking with your child. Tell him or her that you need help preparing for the conference. You might begin with these steps:

- Ask what he or she would like you to talk about with the teacher.
- Ask what he or she thinks the teacher will say.
- Ask about the things he or she likes and doesn't like problems and successes.
- Let him or her know that after the conference you will discuss what the teacher said.

Think about Questions You Would Like to Ask

Prepare some questions in advance. Here are some suggestions:

- What will be covered in this grade or subject this year?
- What are your expectations for homework? Has my child missed any assignments?
- Has my child been absent, other than the times I contacted the school about?
- What can I do at home to help my child be more successful in school?

Tip: A parent can bring examples of student work to illustrate a question or concern.



What Should the Teacher Know?

As a parent, you know your child better than anyone else does. Here is some information that you might want to share with your child's teacher:

- favorite subjects;
- outside interests and hobbies;
- medical or health needs; or
- other concerns that could affect your child's performance.

At the Conference

Keep an open mind. Remember that both you and the teacher want to help your child succeed. Your goal is to work for cooperation between you and the teacher. Even if the teacher says something you disagree with, try to listen to what he or she has to say. Other suggestions include:

- Ask to see your child's work. There's no better way to see how your child is progressing.
- Ask the teacher to explain anything you don't understand. Every profession has its own jargon, which can be hard to understand. If you don't understand what's being said, ask.
- Sum up what you think has been said. This re-cap will make sure you both agree on any decisions you have made about your child. If necessary, ask to meet again.

After the Conference

Follow up. Stay in touch with the teacher. If you think of a question, you did not ask, write a note or send a Class Dojo message. Talk with your child. Stress the positive things the teacher said and talk about suggestions for improvement. Plan with your child how to carry out these suggestions.

Steps to Resolve Concerns

Concerns should be addressed first to the staff member involved and then followed in this order, if needed:

- Teacher
- Grade level Dean
- School Director
- School Managing Director
- Board of Education

School personnel will ensure prompt and equitable resolution of complaints. Complaints should be resolved within 30 days of their origin and no later than 60 days. When there are extenuating circumstances which prevent a resolution within this time frame, the parties may mutually agree to an extension of time. In circumstances where danger to persons or property is involved, school personnel should immediately respond to the complaint.