

Texas Conference of Seventh-day Adventist

Legitimate Concern Form

**This is a recommended procedure for dealing with conflict in Texas Conference Schools*

Introduction

Many times the concerns that develop between principals, teachers and parents regarding a child or children come as a result of a lack of communication. The purpose of this Legitimate Concern Form is to provide an avenue so that sequential steps are followed to provide open communication among the involved individuals before a concern is taken to the local school board. This form is provided to the parents so they will know the steps to follow in approaching Legitimate Concerns.

Sequential Steps to Follow in Resolving Concerns

Step I: Parent or parents (may include child) request and have a conference with the teacher/staff. Date this conference was completed. _____.

Teacher Signature

Parent(s) Signature

The results of this conference were satisfactory. Yes___No___

If the response to the above conference is "No" then Step II should follow.

Step II: Parent or parents (may include child) request and have a conference with the teacher and principal. Date this conference was completed _____.

Principal Signature

Teacher Signature

The results of this conference were satisfactory. Yes___No___.

If the response to the above conference is "No" then Step III should follow.

Principal Signature

Teacher Signature

Parent(s) Signature

Step III: At this point the concern must be put in writing and addressed to the school board chairperson. (See page 2 for the proper form to use.) Parent or parents (may include child) request and have a conference with the teacher, principal, board chairperson and the superintendent or an associate. Date this conference was completed. _____.

Board Chair Signature

Principal Signature

Teacher Signature

Parent(s) Signature

The results of this conference were satisfactory. Yes___No___.

If the response to the above conference is "No" then Step IV should follow.

Step IV: This legitimate concern will be placed on the agenda of the next or school board meeting, and the parent and teacher will be given opportunity to address the school board. The Texas Conference superintendent or an associate must be present at this meeting.

