FARMINGTON PUBLIC SCHOOLS
PARENT/GUARDIAN AND COMMUNITY CONCERN PROCEDURE

The following procedure is designed to bring all parties together for a solution that honors our desired culture.* Many issues will be resolved informally at the building level; however, the following steps may be necessary if resolution does not occur. **Parent/Guardian and or staff may request a translator or Parent Community Coordinator to assist them at anytime during this process. While the goal is to resolve concerns as expeditiously as possible, this is not always possible due to scheduling conflicts. Farmington Public School staff is expected to contact the parent/guardian who has a concern within 3 business days, hopefully sooner, to set up the time and forum to discuss the concern.**
Discipline issues are governed by the Student Code of Conduct which is separate from this process.

PARENT/GUARDIAN WILL:	SCHOOL WILL:
Step 1: Contact the specific person with whom you have a concern. Please provide that person an opportunity to collaborate with you toward a resolution. *If concern is not resolved proceed to Step 2.	**The contacted person will set up a forum within 3 business days for the parent to communicate the concern in one of the following ways:** • Face to Face Meeting • Phone call * If concern is not resolved, **the parent and the staff will** complete and forward the **Parent/Guardian and Community Concern Procedure** form to the Assistant Principal/Principal. Proceed to Step 2. Parent receives copy/school maintains a copy.
Step 2: Conference with Parent and School Assistant Principal or Principal to resolve concern. *If concern is not resolved proceed to Step 3	• **Assistant Principal/Principal will schedule a conference with the parent within 5 business days and engage classroom teachers, SAPC, counselors, ELL staff, special education staff, Parent Community Coordinator or other support services as warranted by the concern.** * If concern is not resolved, the administrator will complete a second meeting/resolution documentation form and forward together with the Parent/Guardian and Community Concern Procedure form to the Executive Director of K-12 Instruction. Proceed to Step 3. Parent receives copy/school maintains a copy.
Step 3: Conference with an Executive Director of K-12 Instruction to complete the problem solving process and resolve concern. *If concern is not resolved proceed to Step 4	
Step 4: Conference with the Superintendent or designee to complete problem solving process and resolve concern.	**The Superintendent or designee will schedule a forum within 5 days to continue to collaborate with the Parent/Guardian to support the resolution strategies.**

Farmington Public Schools
*Our Desired Culture: Everything we do is focused on learning; We are all accountable for our students' success; We all engage in continuous learning, collaboration and personal growth; We respect and care for students and each other; We are inclusive and respect everyone; We foster innovation, creativity and risk taking; We reward and recognize what we value; We model civility in our language and actions.

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CONCERN DOCUMENTATION

Date:_____ **Time:**_____

School:_____

Parent/Guardian's First Name:_____ **Last Name:**_____

Phone Number:(_____)_____ **Alternate Number:** (_____)_____

Email Address:_____

Preferred Method of Contact _____**Phone** _____**Email** _____ **US Mail**

Address:_____
Street **Apt. #** **City** **State** **Zip**

(1) Student's Name:_____**Grade:**_____**Teacher**_____

Briefly describe concern:

_____

_____

_____

_____

_____

_____

_____

_____

_____

For Office Use Only:
Person Taking/Assisting with Concern:_____

Source: Walk-in_____**Phone**_____**E-mail**_____

Use space on back of form to document concern resolution

Created September 30, 2011

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MEETING AND RESOLUTION DOCUMENTATION

MEETING DATE:

Attendees:

Resolution:

Resolved ☐**Not Resolved** ☐**Further Action** ☐**Forwarded To:**_____ **Date Fwd:**_____

Parent Signature:_____ ☐**Agree** ☐**Disagree**

Principal Review and Signature:_____ **Date:**_____