

# MATTHEW 18 PARENT/TEACHER CONCERN FORM

TO BE COMPLETED BY TEACHER or Board Chairperson

## INFORMATION

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Teachers' Name \_\_\_\_\_ Subject Area \_\_\_\_\_

## SUMMARY OF CONCERN (Meeting 1)

Meeting Date \_\_\_\_\_

Summary of Concern \_\_\_\_\_

\_\_\_\_\_

## RECOMMENDED RESOLUTION

\_\_\_\_\_

\_\_\_\_\_

## MEETING RECORD (Meeting 2)

Meeting Date \_\_\_\_\_

### PARTIES PRESENT

Print Name

\_\_\_\_\_

\_\_\_\_\_

### RESOLUTION

\_\_\_\_\_

\_\_\_\_\_

## MEETING RECORD (Meeting 3)

Meeting Date \_\_\_\_\_

### PARTIES PRESENT

Print Name

\_\_\_\_\_

\_\_\_\_\_

Resolution

\_\_\_\_\_

\_\_\_\_\_

## MEETING RECORD (Meeting 4)

Meeting Date \_\_\_\_\_

### PARTIES PRESENT

Print Name

\_\_\_\_\_

\_\_\_\_\_

Resolution

\_\_\_\_\_

\_\_\_\_\_

REPORT TO BE KEPT BY LOCAL PRINCIPAL/HEAD TEACHER

## **LOCAL CONFLICT RESOLUTION PROCEDURE** for Dealing with Parent /Teacher Concerns

The Conference 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 most circumstances it is best that the issue is kept between these two parties at this stage of the process.
2. If the concern remains unresolved after Step 1, the unresolved concern is to be taken to the school principal/head teacher for the purpose of securing assistance in finding resolution. In a small school where the teacher is principal or head teacher the School Board Chairperson is involved at this point.
  - A meeting among the three parties (principal/head teacher/school board chair, parent, and teacher) is to be held with the principal chairing the meeting.
  - The principal/head teacher/school board chair 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/head teacher, the school board chairman would serve as the facilitator and keep minutes.
  - Should the principal/head teacher/school board chair 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 local school board. At this point, a Conference Office of Education representative is to be directly involved. This presentation to the local school board is the final appeal. 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.