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Dr. William C. Hardin, Superintendent

## Process for Parents to Address Concerns

When parents have concerns about their children's education or educational setting, the following is an outline of the process to follow. The first step is to talk with the teacher(s) of the child. This should take place in a scheduled parent/teacher conference. If the parent is still not pleased with the outcome or response after working with the teacher on the specific concern, the parent needs to address his/her concerns to the principal of the school. If the parent is still not pleased with the outcome or response after meeting with the principal, the parent will need to contact system level personnel based on the specific concerns.

Elementary Curriculum, Pre-K and Section 504 Services	-	Elementary Instruction Director
Elementary Discipline Services	-	Federal Programs Director
ESOL* and EIP* Services	-	Asst. Superintendent/Instruction
Extended Day Program	-	Extended Day Coordinator
Gifted and Title I	-	Federal Programs Director
Maintenance Services	-	Operations Director
Media Program	-	Assistant Superintendent
Nursing Services	-	Health Services Coordinator
Personnel Services	-	Asst. Supt./Teaching & Learning
School Nutrition Services	-	School Nutrition Director
School Social Worker Services	-	Student Services Director
Secondary Curriculum and Section 504 Services	-	Secondary Instruction Director
Secondary Discipline Services	-	Secondary Instruction Director
Special Education	-	Special Education Director
Testing Services	-	Elem. & Sec. Instruction Directors
Title IX	-	Athletic Director
Transportation Services	-	Transportation Coordinator

Dr. William Hardin, Superintendent of Schools, is willing to work with parents regarding concerns. However, parents should try to resolve their concerns as close to their child's classroom setting as possible. This is where services are provided and the school personnel know the most about the child and the issue.

If you feel that you have followed this process and have been unsuccessful at having your concerns addressed, contact Dr. Hardin at 729-5687.

\*EIP = Early Intervention Program; ESOL = English for Speakers of Other Languages

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