

# REPORTING A CONCERN

As we strive to provide the best educational experience for your child, it is important that we maintain clear and effective communication channels. To ensure that any concerns or issues are addressed in the most efficient manner, we want to remind you of the appropriate escalation process for bringing concerns to our attention.

1. **Contact the Teacher First:** If you have a concern regarding your child's academic progress, classroom behavior, or any other issue related to their experience in a specific class, please start by reaching out to the teacher directly. Our teachers are dedicated to your child's success and are best positioned to address issues and find solutions.
2. **Consult the Assistant Principal:** If, after discussing the concern with the teacher, the issue remains unresolved, the next step is to reach out to the Assistant Principal. The Assistant Principal is available to address more complex or persistent issues and to ensure that all parties are working towards a satisfactory resolution.
3. **Contact the Principal:** If you have followed the steps above and your concern has not been addressed, you are welcome to contact me directly. I am committed to ensuring that every issue is resolved in the best interest of our students and community.

By adhering to this escalation process, we can address each issue as quickly and effectively as possible. Your cooperation in this procedure is greatly appreciated and helps us maintain a positive and productive environment for our students.

Thank you for your continued support and partnership in your child's education.