TIMES2 Parents - Communication Protocol

**Teachers**

1st Step - Report your concern to your child’s teacher via email, phone, or in person. Try to resolve the matter with the teacher by bringing it to their attention at least twice.

**Administration**

2nd Step - If the issue is not resolved to your satisfaction

* Report  behavior-related concerns to your (Elementary or M/H) Dean of Students
* Report any academically-related concerns to your (Elementary or M/H) Instructional Dean.

3rd Step - If the issue is not resolved, contact the Executive Director.

**Educational Committee & Board of Directors**

4th Step– If not resolved, contact a member of the Educational Committee to request a public comment session to be placed on the agenda.

5th Step – If the matter has not been resolved by now, contact a member of the Board of Directors to request a public comment session to be placed on the agenda.