



COMMUNICATION GUIDELINES AT ST. ANDREW SCHOOL

How to make sure all concerns are addressed by the right people in the right order

Dear School Parents:

August 2009

The School Board, the Administration, and the Faculty, urge families to follow these guidelines in dealing with concerns.

Issues Regarding Academics, Behavior, Lunchroom, & Classroom Life:

1. Make an appointment with the teacher “in charge” to discuss the concern
2. Make appropriate use of documentation sheet (keep homeroom teacher up-to-date)
3. If the concern is not resolved, request a meeting with the principal, and bring your documentation sheet. Principal may request for the teacher/staff member to be present.

Issues Regarding School Sports Teams:

1. Discuss the issue with the coach of the particular sports team.
2. If the issue is not resolved, request a meeting with the Athletic Director.
3. If the issue is still not resolved, request a meeting with the coach, the Athletic Director and the Board member who oversees Athletics. The Principal is the last resort.

Issues Regarding Extracurricular Activities not including Sports:

1. Make an appointment with the faculty advisor of the extracurricular activity.
2. If the issue is not resolved, request a meeting with a member of the Board, or the homeroom teacher. The Principal is the last resort.

Role of the School Board:

The School Board welcomes and encourages school parents to attend the monthly School Board meetings. The Board is grateful for the questions and opinions expressed during Public Comment. Parents are notified that the Board will not reply to remarks spoken during Public Comment because the Board does not handle grievances.

Diocesan policy dictates that parental concerns are best addressed when brought up immediately to the responsible person closest to the situation.

Thank you so much for your continued support of St. Andrew School!