

## Texas Conference of Seventh-day Adventist

### Legitimate Concern Form

*\*This is a recommended procedure for dealing with conflict in Texas Conference Schools*

#### Introduction

Many times, the concerns that develop between principals, teachers and parents regarding a child or children come as a result of a lack of communication. The purpose of this Legitimate Concern Form is to provide an avenue so that sequential steps are followed to provide open communication among the involved individuals before a concern is taken to the local school board. This form is provided to the parents so they will know the steps to follow in approaching Legitimate Concerns.

#### Sequential Steps to Follow in Resolving Concerns

Step I: Parent or parents (may include child) request and have a conference with the teacher/staff.  
Date this conference was completed: \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Parent(s) Signature

The results of this conference were satisfactory. Yes\_\_\_No\_\_\_  
If the response to the above conference is "No" then Step II should follow.

Step II: Parent or parents (may include child) request and have a conference with the teacher and principal. Date this conference was completed: \_\_\_\_\_

The results of this conference were satisfactory. Yes\_\_\_No\_\_\_.  
If the response to the above conference is "No" then Step III should follow.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Parent(s) Signature

Step III: At this point the concern must be put in writing and addressed to the school board chairperson. (See page 2 for form) Parent or parents (may include child) request and have a conference with the teacher, principal, board chairperson and the superintendent or an associate. Date this conference was completed: \_\_\_\_\_

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Parent(s) Signature

The results of this conference were satisfactory. Yes\_\_\_No\_\_\_.  
If the response to the above conference is "No" then Step IV should follow.



Step IV: This legitimate concern will be placed on the agenda of the next or school board meeting, and the parent and teacher will be given opportunity to address the school board. The Texas Conference superintendent or an associate must be present at this meeting.

Name of school \_\_\_\_\_

Parent's name \_\_\_\_\_ Student's name \_\_\_\_\_

Describe in detail the specific concern you have regarding the issues that you have discussed in the three above steps.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent(s) signature

\_\_\_\_\_  
Date

After the parent and the teacher have addressed the school board, the board will go into executive session for additional discussion and a decision. The school board chairperson, the principal, and the superintendent or an associate will share the board's resolution with the persons involved.

School board decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent(s) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s) signature

\_\_\_\_\_  
Teacher signature

\_\_\_\_\_  
School Board Chairperson signature

\_\_\_\_\_  
Superintendent/Associate's Signature

\_\_\_\_\_  
Principal signature