

# John Adams Middle School

## Communication Procedures for Parents

### “How do I communicate with my child’s teacher?”



If parent/guardian has a concern with **one class**, please complete the steps below:

1. Call the main office and leave a message for the teacher (instruction will not be interrupted for a teacher to take a phone call) OR e-mail the teacher directly.
2. The teacher will respond to phone message/e-mail within 24 hours.
3. At the time of the conversation, the parent/guardian should discuss questions, concerns, etc.
4. If necessary, the teacher/parent can arrange a conference for a mutually convenient time.

If parent/guardian has a concern with **more than once class**, please complete the steps below:

1. Call the guidance office and ask to speak to the child’s guidance counselor.
2. The guidance counselor will arrange a meeting during “team time” – a time when grade level teachers can meet with the parent/guardian, guidance counselor, and student to discuss concerns.
3. Team meeting times take place during the school day but will take a few days to arrange. The guidance counselor will need time to arrange the time with the parent/teachers involved.
4. During the team meeting, the guidance counselor will facilitate the meeting so everyone has an opportunity to speak, relay concerns, and provide strategies for moving forward.