

TRINITY AREA
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

TRINITY AREA SCHOOL DISTRICT
PUBLIC/PARENTAL CONCERN RESOLUTION FORM

Forms are available at: Building Principal's Office Administration Offices (or from Board Members)

Date _____

NAME _____

ADDRESS _____

TOWNSHIP _____

TELEPHONE _____ (day) _____ (evening) _____

My concern is in regards to:

_____ My Child _____ (Name of Student)

_____ A Teacher _____ (Name(s) of Teacher)

_____ A Program _____ (Name(s) of Program)

_____ A School Building _____ (Name of Building)

_____ Other _____ (Specify)

These are my specific concerns: (Attach narrative or use additional sheet if necessary.)

I have reviewed/discussed these concerns with the following school district employees:

My recommendation for resolving the problem would be:

I have observed the situation myself: _____ (yes) _____ (no)

SIGNATURE _____

Upon completion, mail or deliver this form to:

Superintendent's Office Trinity Area
School District Park Avenue,
Washington, PA 15301

TRINITY AREA SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURE TO IMPLEMENT PROCESS TO RESOLVE CONCERNS

Date Completed

Steps:

- _____ 1. Superintendent forwards concern to principal/supervisor for resolution if appropriate at school level.
- _____ a. Principal/Supervisor gives copy to employee or program director.
- _____ b. Principal/Supervisor attempts to settle at local level. Meets with person(s) requesting resolution of concern and employee and program director.
- _____ c. If settlement is reached, principal/supervisor sends a copy of process to resolve describing the settlement to the Superintendent; signed by all involved parties.
- _____ d. If the problem is not resolved, principal/supervisor sends concern to the Superintendent for further action.

Signature of the Principal/Supervisor

- _____ 2. Superintendent forwards concern to appropriate second level administrator/designee.
- _____ 3. The respective administrator conducts a resolution process.
- _____ 4. The reviewer contacts the principal/supervisor, person filing the concern, meets with principal/supervisor and employee.
- _____ 5. If the concern is not resolved, the Superintendent/designee will adjudicate. Copies of the report adjudication are sent to administrator, person representing concern, principal/supervisor, and person named.
- _____ 6. The Superintendent will notify the Board concerning the resolution of the concern.

THE PROCESS TO RESOLVE CONCERNS SHOULD BE COMPLETED WITHIN THIRTY (30) WORKING DAYS.

This form will be a vehicle for the general public or parents/guardians to express their concerns and have them resolved administratively prior to approaching the Board.