# Resolving Parent-Teacher Disagreements/Concerns

## Flow Chart

Parent has a question or concern about their child's education or an incident(s) that happened at school.

If the parent is NOT satisfied with the outcome

Parent brings issue to the child's classroom teacher prior to the parent requesting a meeting with the assistant principal.

If the parent is NOT satisfied with the outcome

The parent brings the issue to the assistant principal via the **Cavazos Admin Message** form. The assistant principal will respond within 24 hours. Parent coordinator will coordinate a meeting between the parent, teacher, and assistant principal.

The parent, teacher, and assistant principal will meet. The assistant principal will observe process and NOT intervene during the facilitated meeting.

If the parent is NOT satisfied with the outcome, the assistant principal will make the final determination and provide a resolution that best meets the child's needs, is aligned to Cavazo's school vision, mission, and takes into consideration equitable practices.

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The parent can request a one-on-one meeting with the assistant principal.

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If the parent is NOT satisfied with the outcome

The parent can request a meeting with the Executive Director of Leadership. A Level 1 Complaint Form can be submitted to the office of the Assistant Superintendent of Student-School Support. Attention: Alicia Syverson.

Please allow 24 hours for us to respond; unless it is a life/death situation or it is regarding your child's safety.