

How To Solve Problems Effectively With Your Child's Teacher

1. Prevent problems before they occur. . . . Talk to your child's teacher and stay informed.
 - Communicate regularly with your child's teachers.
 - Read **all** material that is sent home from school.
 - Attend all scheduled school meetings and conferences.
 - Arrange meetings with your child's teachers whenever concerns arise.
 - Write notes to your child's teacher (praise, questions, ideas).
 - Visit your child's class and observe.
 - Volunteer to assist at your child's school (regularly and/or on special occasions).
 - Check all of your child's school work (before and after grading).
 - Remember you are both concerned about your child and want him/her to succeed.

2. Keep Good Records
 - Keep a record of all telephone calls from the school (date of call, name of person calling, purpose of call).
 - Keep all written correspondence received from school (letters, memos, notes, etc.).
 - Keep copies of all correspondence you write to school.
 - Keep samples of your child's school work.
 - Keep a record of comments/concerns made by your child about school.

3. Don't Let Small Problems Become Big Problems
 - Stay calm.
 - Work with school personnel to resolve any problems.
 - Arrange a meeting with your child's teacher(s).

- Take logs/records/samples of your child's school work to the meeting.
 - Ask questions whenever you think necessary. . . . be sure you understand (a) what is said in the meeting and (b) the results of the meeting.
 - Listen and keep an open mind.
 - Devise a plan to monitor your child's improvement.
 - Stay in touch with your child's teacher on a regular basis (by letter, telephone, school visits, etc.).
 - Keep a record of your child's progress.
4. Resolve Problems As close To The Source Of Concern As Possible
- Work directly with your child's teacher to solve problems when they first occur.
 - If more help is needed to resolve problems, work your way up the administrative "ladder" slowly.
 - Give school personnel a fair opportunity to respond to your concerns before you move up the administrative ladder.
5. If Problems Persist...
- Stay calm.
 - Discuss your lingering concerns with those directly involved.
 - Discuss the records you have kept (samples of child's school work, letters and notes from and to school staff, child's comments regarding school, etc.).
 - Ask teacher if other sources of help are available and how you can contact those other sources of help.
 - Move up the administrative ladder for a solution to the problems/concerns:
 - Contact the principal of your child's school.