



# How to Start the Conversation about My Concern

**Step 1:** When first reaching out to the teacher, coach, or other school personnel, you can send an **email, call during their office time, or request a meeting**. Contact information should be available on the school's website. *Give yourself time to get emotions under control before reaching out.* Begin by telling them who you are and the student of which you are the parent/guardian.

Keep in mind that these staff members work with multiple students every day, so be specific to the period, class, and day that the concern occurred or is currently developing.

Describe your concern and what resolution you want to reach. Be respectful and patient. Remember, school staff are there because they wish to see every child have a safe and effective experience in school.

**Step 2:** Should the connection with the teacher, coach or other school personnel not produce the results you were looking for, reach out to the assistant principal, principal, or athletic director (administrative staff). You can send **an email, call their office, or request a meeting**. Contact information should be available on the school's website. Showing up unannounced may not present you with the opportunity you need for dialogue.

Let the administrative staff know about your prior conversations with the teacher, coach, or other personnel.

Describe your concern and what resolution you want to reach. Be respectful and patient. The administrative staff is there to support the success of your child.

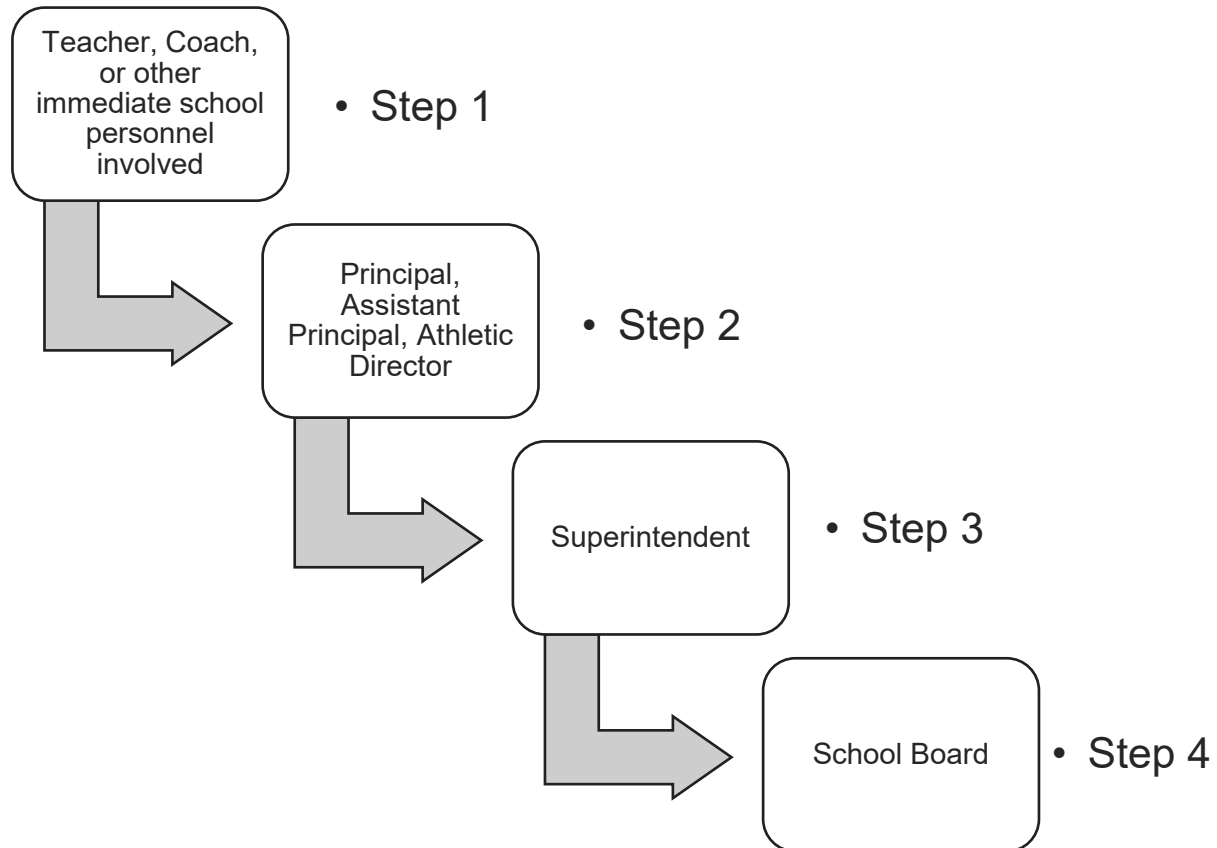
**Step 3:** After a reasonable amount of time and dialogue has passed and you have not received the results you need, you may reach out to the superintendent of the district. You can send **an email, call their office, or request a meeting**. Contact information can be found on the school's website. Showing up unannounced may not present you with the opportunity you need for dialogue.

Let the superintendent know about your prior conversations with the administrative staff. Describe your concern and what resolution you want to reach. Be respectful and patient as you each try to come to an agreeable resolution.

**Step 4:** Should the conversation with the superintendent not lead to the results you wish to see, you may reach out to the school board. Each district website should have contact information for the board published and easily accessible.

Should you choose to address the board publicly, remain calm, give pertinent details, and be patient. The board will listen and might have some questions. NOTE: the board will not be able to make decisions regarding your concern on the spot.

## Talk to Someone about a Concern



At the Idaho Department of Education, we want each parent/guardian to feel supported. If you need more support, please contact us.

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