

Parent Handbook

El Capitan School

225 North Cottonwood
PO Box 309
Colorado City, Arizona 86021-0309
Phone: (928) 875-9000
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Mission:

Our school mission is

Soaring to Excellence: Engage, Empower, Excel

Vision:

“We are a dedicated community of life-long learners working together for individual success.”

Values:

E – Engage students in Learning expecting that all can achieve

A – Articulate goals to ensure quality, focused instruction

G – Give respect to all

L – Listen and respond to individual learning styles

E – Expect ethical behavior

S – Strive for success through continuous monitoring

Current school events and programs can be found on the school website www.elcap.us.

EL CAPITAN SCHOOL

El Capitan is a beautiful K-12 public school with a dedicated staff committed to the education of all students. Combining current educational practices and years of experience, highly qualified teachers meet the needs of diverse learners. Teachers work collaboratively to design consistent, articulate academic programs, assess student work, modify instruction, and report on academic standards. El Capitan believes that it is important that students develop strong social skills, such as working successfully in group situations, setting and assessing personal goals, and resolving conflicts. The school provides a fun, safe, and nurturing learning environment.

SCHOOL ORGANIZATIONAL STRUCTURE

Colorado City Unified School District is directed by a five-member elected governing board. This board sets the policies and procedures for the school and oversees the administration in implementing those policies.

The district functions as a Professional Learning Community. Administrative decisions for the school will be made by a team of consisting of the superintendent, building principals, and special program directors. The administrative team will determine the day-to-day management of the school and consider suggestions from teacher collaboration teams regarding the academic program.

The school is organized into several departments which have department heads or directors. These directors are Transportation Supervisor, Maintenance Supervisor, Food Services Manager, and Business Manager.

PARENT INVOLVEMENT POLICY

A positive relationship between school and home is vital to student success. Parents are encouraged to visit their student's classrooms. When visiting, parents need to check in at the office. Also, classroom visits cannot disrupt the educational environment. If a parent needs to speak with their student, the front office staff will arrange to have the student removed from class to meet with them.

Teachers will provide curriculum information to parents, including what is to be learned, how it will be taught, and how it will be assessed. Teachers will also provide frequent assessment of academics, conduct, and attendance. Parents should check their student's progress frequently through PowerSchool, the student information software. If parents don't have Internet access at home, computers are available in the school parent center for their use.

Parent-Teachers conferences are held twice per year. At that time, parents and teachers will review the student's academic and behavioral progress and make plans for interventions if necessary.

To clarify expectations for school and home, a Parent Compact must be signed by parents, teachers, and students. This compact delineates the responsibilities that each of these people hold regarding the educational process.

ENROLLMENT

Enrollment packets may be obtained through the front office at the K-12 campus or on the website at: <http://elcap.us/ParentCenter/EnrollmentInformation.aspx>. All forms must be completed and submitted as indicated on the Enrollment checklist. It is critical that parents notify the office when their contact information changes. In the case of an emergency, the school must be able to contact student's parents.

EQUAL EDUCATIONAL OPPORTUNITIES

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, disability, or any other reason not related to the student's individual capabilities. The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

HIGHLY QUALIFIED TEACHERS

El Capitan follows the guidelines under the No Child Left Behind Act to employ Highly Qualified Teachers. To be Highly Qualified, teachers must have:

- 1) bachelor's degree
- 2) state certification or license
- 3) competency for each subject they teach

To demonstrate competency, teachers must have:

- 1) major in the subject they teach (or credits equivalent to a major)
- 2) a passing score on the Arizona state-developed test
or
- 4) advanced certification from the state
or
- 5) graduate degree in subject matter

If a teacher does not meet the requirements of a Highly Qualified Teacher, parents will be notified at the beginning of each school year. Additionally, the teacher will complete a Highly Qualified Plan which details steps to be taken to achieve highly qualified status. The credentials of the Highly Qualified Teachers may be reviewed by contacting the human resource clerk.

In addition to these requirements, all certified staff must have a valid fingerprint clearance card issued by the Department of Public Safety.

HIGHLY QUALIFIED SUPPORT STAFF

All support staff members must have a Fingerprint clearance card and appropriate certifications in their areas (i.e. bus driving permits, food handler's permits). Paraprofessionals working directly with students must have an Associates degree or have passed the Paraprofessional Exam. HQ Paraprofessional Credentials can be obtained by contacting the human resources clerk.

SUPPORT COMMITTEES

The school has several auxiliary organizations that are in place to advise and assist the school in various capacities. Some of which are listed below.

- The School Wide Committee plans and oversees the NCLB project. They meet yearly to review the school wide plan and advise the district.
- The Parent Advisory Council is a support group for the academic program and meets quarterly.
- The Career and Technical Education Local Evaluation Team reviews the goals and objectives for the Vocational Education Program.
- The Technology Committee looks at a five year plan for technology at the district. Each of these organizations includes teachers, parents, and community members.
- Preschool Parent Advisory Council provides support to the preschool program.

PARENT RESOURCE CENTER

El Capitan school has a Parent Resource Center which exists to encourage family/school partnerships and to help strengthen parent-child interaction. It provides parents, children, and surrounding community members with a wealth of information on topics such as discipline, health and nutrition, child care, education, growth and development, and parenting skills. Also available are educational toys, books, games, puzzles, children's videos, parenting resource materials, self help books, how-to-books and a wide assortment of activity books. Please come and take advantage of these resources.

STUDENT GUIDELINES

CODE OF CONDUCT

Students have many opportunities to learn skills, make friends, take part in activities, and grow in responsible and productive ways. They should participate freely and honestly with teachers and other students for growth and development. Following are the guidelines and rules that students are expected to observe.

CITIZENSHIP

Good citizenship is important and expected. Citizenship is a contribution to our school image, our community, our state, and our nation. Good citizenship is a prerequisite for participation in all activities. Good citizens create a positive environment in our school by being responsible and actively contributing to our school.

DRESS CODE

The school board recognizes that each student's dress and grooming has a critical impact on an appropriate learning environment. The attire and grooming of all students must be neat, clean and safe. Dresses, skirts, blouses, trousers, and shirts must be modest and not revealing. Shoes must be worn at all times when on campus.

Each student should purchase a semi-formal outfit that meets business dress standards for the school's "formal" days (approximately 9 per year). A dress shirt with tie and slacks for boys and a nice business dress/suit for girls is appropriate. Formal dress is required for High School Ethics Forums and Elementary Programs as well as any other activities designated by teachers or administration.

Shorts, tights, halter tops, mesh or "see-through" clothing, mini-skirts, cut offs, tank tops, and/or sleeveless dresses are prohibited. Skirts must extend below the knee. Shirts & blouses must have a t-shirt length sleeve. Short tops which reveal midriff when arms are raised or when bent over are prohibited as well as pants which are worn too low to cover undergarments. Neckline cannot be revealing even when bent over. Slits in skirts cannot

extend above the knee. Pajamas are not to be worn at school. Underwear may not be visible. Shoes must be worn at all times when on campus.

Students have the responsibility to wear clothes that are not mutilated and/or not appropriate school wear. Students have the responsibility to avoid apparel that is so extreme that it adversely affects the learning environment. Clothing depicting slang, suggestive slogans, obscenities, controlled substances, or any depiction in pictures or words of their resemblance or similarity is prohibited. Hats, shoes, head wear, jewelry, or other gang affiliation clothing or dress, behavior, attitude, or activity of gang-type appearance shall not be permitted.

Hats are not to be worn in school building except to meet safety standards. Students have a responsibility to strictly adhere to standards for special classes, such as shop, home economics, science labs, etc. Shoes that enclose the toes must be worn for all lab classes.

Hair must be neat and clean. Hair styles should be comely and modest. Hair must not infringe on student's ability to learn and participate in the learning environment. Hair should be kept out of the face at all times. Long hair should be confined so that it cannot fall into the face. Hair extending beyond the eyebrows is prohibited. Hair color must be those colors found naturally.

Students failing to meet dress code will be removed from class until they can obtain an outfit that meets dress code guidelines.

BUS PRIVILEGES

Riding the bus is a privilege and all rules posted on the bus must be adhered to or that privilege could be suspended. Bus rules apply to all activities (field trips, athletic events, and competitions).

ASSEMBLIES AND/OR STUDENT FUNCTIONS

Various types of assemblies and student activities are held during the school year for the enjoyment of the student body. Students are expected to attend these functions. Failure to attend could be considered truancy. Student behavior at these functions is to be dictated by the rules of common courtesy. It is also expected that students attending the Ethics Convocation and other school activities wear formal/business attire.

18 YEAR OLDS

All students 18 years of age or older are expected to conform to school attendance policies. They are allowed to excuse themselves from school only upon making prior arrangements with the teachers and administration and **must** sign out at the office.

ATTENDANCE

Good attendance strengthens student's accountability and responsibility. The regular school attendance of a person of school age is required by state law. If it is necessary for a student to be absent, the student's parent must inform the school through the school office at (928)875-9000. If a parent does not have access to a phone, a note will be accepted for verification purposes. For absences greater than one day in length, the school should be notified each day of the absence. Students with extended absences due to medical concerns will have as many days to make up assigned coursework as they were away from school.

Students will be assessed an attendance point per class for each absence (excused or unexcused). Excessive attendance points will result in an assessment of a No-Grade for that class. Restitution hours may be served (one hour per point) to have grade reinstated. Absences in excess of 10% of the number of school days may result in permanent removal of credit for the course.

Unexcused absences will be regarded as truancy. Students may not leave the school grounds for any reason without first receiving permission through the principal's office. If on occasion, a parent needs a student to be excused prior to the end of the school day, the parent must excuse the student through the front office. Whenever possible, students are encouraged to make appointments before or after school hours or on Fridays.

TARDINESS

- Students arriving late to school must report to the school office attendance clerk and then they will be allowed into class. All tardies will be assessed one attendance point.
- Student who are on a rotating schedule must be to each class on time. Failure to meet this expectation will result in the assessment of one attendance point to the student.
- Excessive attendance points will result in an assessment of a No-Grade for that class.

VISITORS

Parents are encouraged to visit and observe the classes of their students at any time as long as they don't disrupt the educational program. If parents wish to speak with the

teacher, an appointment should be made during the teacher's prep period or after school. All visitors must check in at the office upon arrival at school. Students not enrolled in the school are not permitted on the campus or allowed to visit classes without direct permission from the principal and the classroom teachers. Visitors are to be kept at a minimum. This permission should be arranged for prior to the day of visit.

ARTICLES PROHIBITED AT SCHOOL

Articles hazardous to the safety of others are not allowed on the school grounds. Personal articles such as portable devices, Ipods, cell phones, etc., will not be allowed to interfere with the learning environment. Use of these articles during instructional time will result in the teacher or principal taking the article

MOTOR VEHICLE REGULATIONS

If students bring a personal car onto campus, it must be properly licensed and insured. The driver must hold a valid driver's license. Speeding, reckless operation, excessive noise, unlicensed vehicles, or unlicensed drivers on school property may result in a police citation. All vehicles must park in the designated areas. Under no condition is a vehicle to be in the bus loading zone or fire lanes. The speed limit on school property is 10 mph. Loitering in cars on school premises before, during and after school is not permitted by students, family, friends, or guests. Improper use of a vehicle may result in the suspension of the privilege of bringing the automobile onto school property. Personal vehicles on school property can be searched upon reasonable suspicion. Vehicles should be locked while on campus. The school cannot be held responsible for theft or vandalism to personal property. ATVs and off-road vehicles are not to be brought onto school grounds (includes the undeveloped property surrounding the existing site).

VANDALISM

Abusing, defacing, or destroying school property is considered an act of vandalism. Any act of vandalism is not only subject to correction by school authorities but may also subject the offender to criminal charges and fines.

UNACCEPTABLE STUDENT BEHAVIOR

The following is a partial list of things considered as unacceptable behavior:

1. The use or misuse of controlled substances on the school grounds.
2. Insolence, bad language or gestures, or disrespect of any kind.
3. Possessing inappropriate reading materials, accessing inappropriate web sites, wearing apparel with inappropriate language, pictures, symbols, or messages.
4. Truancy (cutting classes/sluffing).
5. Disruptive behavior or disorderly conduct on the bus, in the classrooms, in the halls, or on the school grounds. This includes physical contact with other students, loud noises, throwing objects, etc. It also includes physical contact of a romantic nature because it interferes with the learning environment.
6. Conduct of speech contrary to decent, polite and honest standards.
7. Destroying, defacing, vandalizing, or forced entry of school property.
8. Interfering with the rights of others to be safe and secure in their person, i.e. hazing, bullying, derogatory comments, threatening, inappropriate gestures or comments, sexual harassment, cyberbullying, etc.
9. Failing to adhere to school policies.
10. Academic dishonesty, such as plagiarism, cheating, misrepresentation of work, etc.

CONSEQUENCES

Students who violate these restrictions will be assessed behavior points according to the level of the infraction. Upon excessive accrual of behavior points, the following actions will be taken:

1. 10 points – Meeting with hearing committee
2. 15 points – Meeting with Principal – one week out of school suspension
3. 20 points – Meeting with Governing Board – Recommend Long-term suspension

In addition to the assessment of behavior points, students may also be denied privileges, including but not limited to extra-curricular activities suspension, bus riding privileges, school activity suspension, computer use suspension, in-school suspension, etc.

Any student conduct that violates a legal statute will be referred to law enforcement agencies for prosecution. If the nature of the disruptive behavior is serious, administration can skip any of the above steps that they deem necessary.

SUSPENSION

Continued and willful refusal to accomplish school tasks when able to do so, insubordination, disorderly, illegal, or immoral conduct, and/or persistent violation of school regulations are causes for suspension from classes.

Length and time of suspension will be determined by school authorities and will reflect the offense committed. Students who are suspended from classes are still responsible for missed assignments; whether or not they receive full credit for work is the teacher's discretion.

COMPLAINT OR CONCERN

If parents are concerned about a school policy or employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Discuss your complaint with the person that caused you the grievance.
2. If the problem still exists after five days, write a formal complaint to the principal.
3. If still unresolved after five days from the written complaint to the principal, write a formal complaint to the NCLB Director.
4. If still unresolved after five days from the written complaint to the NCLB Director, appeal in writing to the superintendent to place the complaint on the following month's Board of Education agenda for further action.

REPORT CARDS

Students are responsible for monitoring their progress in each class. The District utilizes an online grading program to which the parents and students have access. Teachers are committed to updating their grades weekly.

INTERNET ACCEPTABLE USE POLICY

The Internet is available for student use. Although the District makes every effort to filter inappropriate content, it is the student's responsibility to use the Internet in an acceptable manner. Prior to giving student's access to the Internet, parents and students must sign an Internet Acceptable Use Statement. Violation of this Use Agreement will result in the student's Internet privileges being suspended.

FOOD SERVICES

The district has chosen to participate in the National School Lunch program. Meals will be available for purchase during the lunch hour by staff and students. Student meal

accounts are not allowed to go negative. If a student's account does not have adequate funds, the student will be given an alternative lunch. The food services program will notify parents of their child's account status. If a child chooses, he/she may bring their own lunch. The District recommends that the parents begin the school year with a five-week lunch balance and make monthly payments thereafter.

BEFORE AND AFTER SCHOOL

Students **cannot** be on school grounds before and after school without direct teacher supervision.

FOOD, CANDY, AND DRINK DURING CLASS PERIODS

Food, candy and drink are not to be brought to school by students. Special activities may be scheduled by the instructor and should include appropriate food choices. School lunch cannot be eaten in any carpeted areas, including classrooms, halls, resource centers, auditorium, etc. Bottled water is the only drink allowed in the classrooms.

TEXTBOOKS

Textbooks required for class work are furnished by the school for student use. Students are responsible for all textbooks and workbooks issued to them. They will be required to pay for loss or damage beyond normal wear.

HIGH SCHOOL REGISTRATION

A high school registration period will be provided at the beginning of the school year. The students will have one week to make class changes if necessary. After this time, no modification of classes will be allowed until the new semester. All course changes must receive a signature from the parent, the departing teacher, the receiving teacher, and the administrator.

SPORTS PROGRAM

The purpose of athletics is both educational and recreational. A variety of different sports will be considered, depending on student interest, including baseball, softball, soccer, football, basketball, and track. Participants are coached on appropriate techniques involved with the sports activity. Parents must give written consent for their child to participate. The student must be determined physically fit for participation and proof of medical coverage/insurance must be obtained. Since this program is extracurricular, students must meet eligibility requirements. Participation in the sports program is also subject to approval by the Principal.

Teams will be chosen based on student's athletic abilities. All team members will be allowed to fully participate in sport practices with their team when eligible. Participation (playing time) in competitive games will be solely at the discretion of the coach and should reflect team member's individual abilities to support the team goal.

EXTRACURRICULAR ACTIVITY ELIGIBILITY

An extracurricular activity is any activity that the student participates in that does not provide credit toward graduation or grade promotion. To participate in extracurricular activities, students must meet the following eligibility requirements:

- Students must be passing all courses. Grades will be checked every Wednesday to determine eligibility for the following week. If a student's grades fall below 70% in any class, the student will be removed from any athletic teams or extra-curricular events for the following week. When the new eligibility lists are pulled on Wednesday, if eligible, the student may participate for the remainder of the current week. Chronic appearance on the ineligibility list may result in suspension from all extra-curricular activities for the remainder of the season.
- Students must maintain progress toward graduation, i.e. they must take required academic courses.
- Support services will be available to students who become ineligible or who have pending eligibility
- Students whose behavior points exceed 10 points will be ineligible until such time as their behavior points are reduced or they have completed the required restitution and received administrative clearance.

FEATURE FILMS

No feature films will be shown to students without first obtaining administrative and parental permission. No rating higher than PG-13 will be allowed. Previewing the movie before showing to students is mandatory. When a movie is shown, alternative arrangements must be made for students not obtaining parental permission.

HEALTH SERVICES

The district provides a health services center staffed by a Registered Nurse. This center will provide routine vision and hearing screenings for selected grade levels. Health plans will be created for students with special health conditions and will work with classroom teachers to implement these plans.

A student that is ill will be sent to the nurse's office. If the nurse determines that the student should go home, she will have the office call the parents for pickup.

MEDICATION AT SCHOOL

To protect the students, all medication must be administered through the school nurse's office. This includes prescription medication as well as over-the-counter medication such as pain relievers, allergy medications, cough syrups, etc. During the enrollment process, parents must complete a form which details which over-the-counter medications they will allow the school nurse to administer to their student. If a student has prescription medications that must be given during the school day, the parent must contact the school

nurse who will administer the medicine. Staff members have the responsibility to refer any student in possession of medicine to the Principal's office.

ACADEMIC INTERVENTIONS

Exceptional Student Services

Exceptional Student Services has been established to meet the needs of students who have special academic, physical, or behavioral needs.

Gifted Students

The District offers a Gifted Education program to meet the needs of academically excellent students. If a student scores at or above the 95th percentile on any component (Reading, Writing, Math, and Science) of the AIMS or Stanford test, they will be referred for gifted testing. Parents and teachers may also refer a child for gifted testing. A child qualifies as gifted when he/she scores in the 97th percentile on the gifted qualifying exam. These students will be offered differentiated curriculum to meet their individual needs.

Child Find

The district has the obligation of providing Child Find services throughout the district. Child Find is a program that identifies children that have growth and development concerns and may be eligible for special services. This obligation is met through conducting three regularly scheduled Child Find Clinics per year. The clinics focus on the identification of children from birth to age five (5). Children, attending or not attending the school district, ages six (6) through twenty-one (21), may be screened also. Requests for these screenings should be directed to the ESS office.

Guided Study

All students within the district must be given every opportunity to succeed. If a student is falling behind in a subject or needs extra interventions, a guided study before, during, or after school may be required of them.

Tutoring

Special tutoring may be arranged through the Student Support Team for students who need additional one-on-one assistance for a particular subject.

Promotion/Retention of Students

Promotion of students from one grade to the next will be based upon the student meeting the academic standards for the grade level. Retention of students will be based on students failing to meet the academic standards for the grade level. No decision for retention will be made without parent involvement. Parents must be informed by the second parent teacher conference of the

likelihood of student retention. Final recommendation shall be made by the teacher, consultation with the principal and other staff members.

Homeless Policies

State law requires the school to meet special requirements for “homeless students.” The term “homeless students” means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings,

The school will provide a liaison to coordinate the activities and programs in the best interest of homeless students, this will include but is not limited to:

- Continue the student’s education in the school of origin for the duration of homelessness
- Enroll the student in a public school near the actual residence of the student
- Provide a written explanation, including a statement regarding the right to appeal, to parents or guardian, if the student is sent to a school other than the school of origin
- In case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal. (See Policy JFABD)

Child Abuse Reporting

Any school personnel or other person having responsibility for the care or treatment of children, whose observation or examination of any minor discloses reasonable grounds to believe that a minor is or has been the victim of injury, sexual abuse, or physical neglect that appears to have been inflicted upon such minor by other than accidental means shall report such information to a peace officer or to the Child Protective Services.

GRADUATION REQUIREMENTS

English	4.0 Units
English I-Grammar, Semantics, Advance Grammar	
English II-Reading, Writing, Research, Composition	
English III-Speech, Debate, Advanced Composition	
English IV-Literature (British, American, English)	
Math	3.0 Units
Required: Algebra I, Algebra II, Geometry	
College Bound: Trigonometry, Calculus, College Algebra, etc.	
Science	3.0 Units
Biology, Chemistry, and General Science	
College Bound – one additional Science	
(Earth Science, Geology, Organic Chemistry, Mineralogy, or Physical Science)	
Social Studies.....	4.0 Units
Geography, United States History, Government/Economics	
World History	
Fine Arts or Vocational Education	3.0 Units
Physical Education.....	1.0 Units
Electives.....	5.0 Units
Total	23.0 Units

ACADEMIC EXCELLENCE

Arizona law requires each student to take the AIMS test at grade levels three (3) through ten (10). The District's goal is that 100% of the students meet or exceed these standards. More information regarding this test can be found on the Arizona Department of Education's website, <http://www.ade.az.gov/standards>. Adequate yearly progress is based on at least 95% of the students being tested, the percentage of students that meet or exceed, and the yearly graduation rate.

Student's progress in grades K – 6 will also be measured based using the DIBELS measurement instrument and the District quarterly assessments.

FERPA (Family Education Rights and Privacy Act)

Student records are collected and maintained to help in the instruction, guidance, and educational process of students; to provide information to parents and staff; too provide a basis for the evaluation and improvement of school programs; and for legitimate education research.

Parents have a right to inspect all records related to their child including a list of people who have access to the records.

Student records may only be released to parents. If records need to be transferred to another entity, written permission must be obtained from the parent/s or guardian. (See right to privacy-FERPA (Family Education Rights and Privacy Act on page***))

FERPA: Notification of student and privacy rights

In accordance with the Family Educational Rights and Privacy Act (FERPA) the Colorado City Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' the right to privacy.

Student education records are collected and maintained to help in the instruction, guidance, and educational process of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research.

Student records and information may only be released to the parent. If records are to be transferred to another entity or person, a written statement of permission must be obtained from the parent.

These records are maintained in the office of the Colorado City Unified School District under the supervision of Fawneta Carroll (Assistant Principal). Parents wishing to review their child's records should contact her through the central office or call (928) 875-9001.

If you have questions regarding the educational Rights and Privacy Act please contact the

Family policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-592

GRIEVANCE POLICY

If a parent has a concern regarding a school policy or employee, he/she should follow the procedure listed below:

1. He/she should address that concern to the person that is directly involved in the situation.
2. If this does not resolve the concern, the parent must put their grievance in writing within fifteen (15) days of the conflict and submit it to the principal.
3. If still unresolved after five days from the written complaint to the principal, write a formal complaint to the NCLB Director.
4. If still unresolved after five days from the written complaint to the NCLB Director, ask the superintendent in writing to place the complaint on the following month's Board of Education agenda for further discussion.