

FAMILY CONCERN PROCESS

If you have concerns at a school site, please see below for the Parent Concern Process that should be followed for your site.

Aspire Public Schools encourages students, parents, and staff to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus staff.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Step 1- Meeting/discussion with the specific staff member

Step 2- Meeting/discussion with the person's supervisor (if applicable)

Step 3- Meeting/discussion with the Principal Phone: [510-567-9631]

Step 4- Meeting/discussion with the Area Superintendent or Associate Superintendent

-----Contact information available from the school office-----

If an informal conference regarding a concern fails to reach an outcome that is satisfactory to the staff member, student, or parent, he/she may initiate the formal process by filing a written complaint. The form is available at the end of this handbook. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.



FAMILY CONCERN DOCUMENTATION FORM

Your Name _____

Name of Student _____

Address _____

Telephone _____ (day) _____ (evening)

School Site _____

Description of Concern:

Please describe your desired solution:

Signature _____

Date _____

Please mail, fax or deliver to your school site or Regional Office

6720 S. Alameda Street, Huntington Park, CA 90255	5901 E. Saluson Ave, Commerce, CA 90040
Phone: 323-583-5421 Fax: 323-826-9608	Phone: 323-837-9920 Fax: 323-837-9921

Date received by Aspire School or Regional Office _____

Date copy provided to School Principal: _____