

WHEN CONTACTING A TEACHER...

Because you have chosen Redeemer Lutheran School in part for its family atmosphere, please consider each contact with a staff member a contact with a family member. Before contacting a teacher either by phone or e-mail, please remember the following guidelines:

How to approach a problem regarding your student:

1. Contact the teacher as soon as possible. If the problem is not resolved...
2. Contact the school administrator, Mr. Mancini
3. If the problem is still not resolved, contact the School Board Chairperson.
4. If at any point the proper order is not followed, the parent will be referred back to the teacher.

Parent Conduct in reference to teachers:

- I. Always follow Biblical principles.
 - A. Remember to treat others as you would like to be treated. (The Golden Rule, Matthew 7:12)
 - B. Go directly to the person with whom you have a problem. Please do not discuss the problem with another parent. If you feel the administrator is needed, be certain to have talked with the teacher first. (Matthew 18)
 - C. Be quick to listen, slow to speak, and slow to anger, for man's anger does not bring about the righteous life that God requires. (James 1:19)
- II. God is to be first, the parents second, and the teacher third as an authority in a student's life. RLS recognizes that it is **vital** for teachers to build student confidence in their homes, therefore, please remember that it is also important for parents to build student confidence in their teachers. The parent needs to pass on trust in the teacher to the student.
- III. Recognize that you as a parent will be kept informed regarding your student. This would include any of the following situations: slipping grades, behavior problems, concerns regarding your student's dress, talk or behavior in or out of the classroom, excessive absences, tardies, etc. Please trust that every effort is being made to contact you within 24 hours following a specific situation. Please be open to granting grace if this is not possible. If you, as a parent, have a concern, please be proactive in contacting the teacher.
- IV. Please strive to maintain a cooperative relationship between the home and school, and try to remember that there are always two sides to a story. Please make every attempt to hear both sides of a story before reacting.
- V. Please try to establish positive contact with your student's teacher before a problem arises.
- VI. Please make every effort to contact the teacher via voice mail or e-mail to set up an appointment regarding a problem, rather than merely stopping by the teacher's classroom. Please consider time restraints when talking to a teacher during school hours. If it is necessary to contact a teacher at home, please do so before 8:00 p.m. In these ways, both parties can be well prepared and accurate information can be exchanged.

Since our teachers are instructed never to discuss one student with another student's parents or with another student, please do not discuss another student's situation with your child. Please do not discuss a staff member with another parent. Always refer that parent to the staff member.

- I. Please recognize and trust that you as a parent and we as teachers are seeking the very best in every situation for your child. Please approach all conversations with the teachers in this manner.