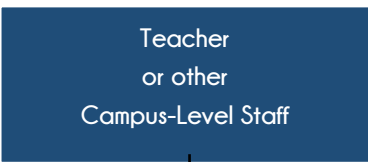

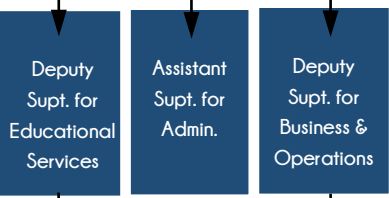
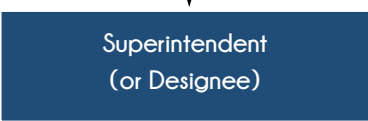



Problem Solving Process for all Parents, Guardians, Patrons

The Board of Trustees and staff of Dickinson ISD truly wish that there would never be a problem or concern as we work to educate the children of the District. However, we also realize the “reality” of the situation is that there will occasionally be differences of opinion or even disagreements over methods, words used, discipline and/or instructions given in the course of day-to-day operations of the District. In order to address those concerns, please start with the process at the point closest to the problem or concern:

for example

 <p>Teacher or other Campus-Level Staff</p>	<p>If the concern involves a Teacher, or other campus-level staff, please call and set a conference with the teacher as soon as possible. Most Teachers will have a conference period each school day. It is always best to call in advance.</p>
 <p>Principal</p>	<p>If the concern involves a decision or action of the Principal, please see the Principal as soon as possible. If the decision of a teacher or other campus-level staff is not acceptable, after a conference with the individual involved, a conference with the Principal is appropriate.</p>
 <p>Deputy Supt. for Educational Services Assistant Supt. for Admin. Deputy Supt. for Business & Operations</p>	<p>If appealing a decision of a Principal, after a conference with the Principal, a conference with the Deputy Superintendent for Educational Services (Curriculum and Instruction), Assistant Superintendent for Administration (Discipline) or Deputy Superintendent for Business & Operations (Child Nutrition and Transportation) is appropriate for the respective areas of assignment.</p>
 <p>Superintendent (or Designee)</p>	<p>If appealing a decision of the Assistant Superintendent for Educational Services, Assistant Superintendent for Administration or Assistant Superintendent for Business & Operations, a conference with the Superintendent (or designee) is appropriate.</p>
 <p>Board of Trustees</p>	<p>If appealing a decision of the Superintendent, a presentation to the Board of Trustees is appropriate. This will generally be done in executive session or open session at a Board meeting. Any decision of the Board will occur in open session. During Open Forum and Public Comment, presentations are limited to three (3) minutes per participant.</p>



It is our goal that the informal procedure for resolution of problems will be successful. The first step should generally occur within 15 calendar days of the event or series of events leading to the concern. Each appeal level should occur within seven days of the decision at the previous level.

If a more formal procedure is preferred, the concerned party may refer to the following Board Policies: FB, FMA, FNG, EFA, GA, and/or GF please contact the Office of Public Information at 281-229-6080.

TRANSPORTATION CONCERNS

If the concern involves the discipline of students on school buses or the day-to-day operation of buses, please contact the Director of Transportation. Appeals of her decisions shall be to the Deputy Superintendent for Business & Operations. The next appeal level will be to the Assistant Superintendent for Administration, then the Superintendent. The final appeal level is the Board of Trustees.

WHERE TO BEGIN

It is the goal of the District to resolve any and all problems at the level closest to the problem and/or concern. Please direct your concern to the level closest to the concern. Otherwise, a delay could occur in redirecting the concern to the appropriate level.

RESPONSIBILITY OF BOARD OF TRUSTEES

Members of the Board of Trustees have no individual authority or responsibility to address problems and/or complaints. The Board of Trustees is a policy-making group and its members have authority only when there is a convened and posted meeting of a quorum of the members and when action is taken by a majority vote of the members present. Unlike some elected positions which do have administrative authority and responsibility, members of school boards of trustees are not administrators. A citizen, parent or patron should not demand that an individual board member "take action" regarding a complaint. It is inappropriate, and possibly a violation of state law or Board Policy, for an individual board member to assume administrative responsibility for any complaint outside the role of a voting board member. Generally, complaints addressed to individual board members will be directed to the administration for handling. The Board of Trustees selects and employs the Superintendent as the chief administrative officer for the District. The Superintendent (or designee) is responsible for all recommendations for action to the Board of Trustees.

Phone Numbers

Superintendent.....	281-229-6022
Deputy. Supt. for Educational Services	281-229-6014
Asst. Supt. for Administration.....	281-229-6024
Deputy Supt. for Business & Operations.....	281-229-7270
Director of Transportation.....	281-229-7311