



AVONDALE HIGH SCHOOL

PROCESS FOR ESCALATING PARENT CONCERNS

Parent/Guardian Communication Flow Table – Avondale High School

Step	Action	Details	Contact Info
Issue about your child?	Contact the teacher (First Conversation)	- Name key concerns respectfully and confidentially - Contact documented by the teacher - Teacher to follow up with student and/or parent, if appropriate	High School Main Line: (248)537-6100 Staff Directory
If needed	Arrange a Second Conversation (Face-to-Face)	- Stay on topic - Set agenda, discuss facts, inferences, explain, and review options/proposals - Schedule follow-up review time - Meeting documented by the teacher - Other staff member(s) present as needed	
Concern Resolved?	YES → End Process		
Concern Not Resolved?	Contact the school to make an appointment	Examples of when to contact the Assistant Principal: - Concerns	Carson Ratliff - 248-537-6197 carson.ratliff@avondale.k12.mi.us

	with the Assistant Principal	about the teacher(s) and/or staff - Concerns needing further attention - Policy or protocol issues - Staff/parent communication concerns	avonduleschools.org Patrice Howard - 248-537-6198 patrice.howard@avonduleschools.org
Concern Resolved?	YES → End process		
Concern Not Resolved?	Contact the school to make an appointment with the Principal	- Concerns about the teacher(s) and/or staff - Concerns needing further attention - Policy or protocol issues	Doug Wilson - 248-537-6199 douglas.wilson@avonduleschools.org
Concern Resolved?	YES → End process		
Concern Not Resolved?	Contact the Avondale School District Administration Office		248-537-6000