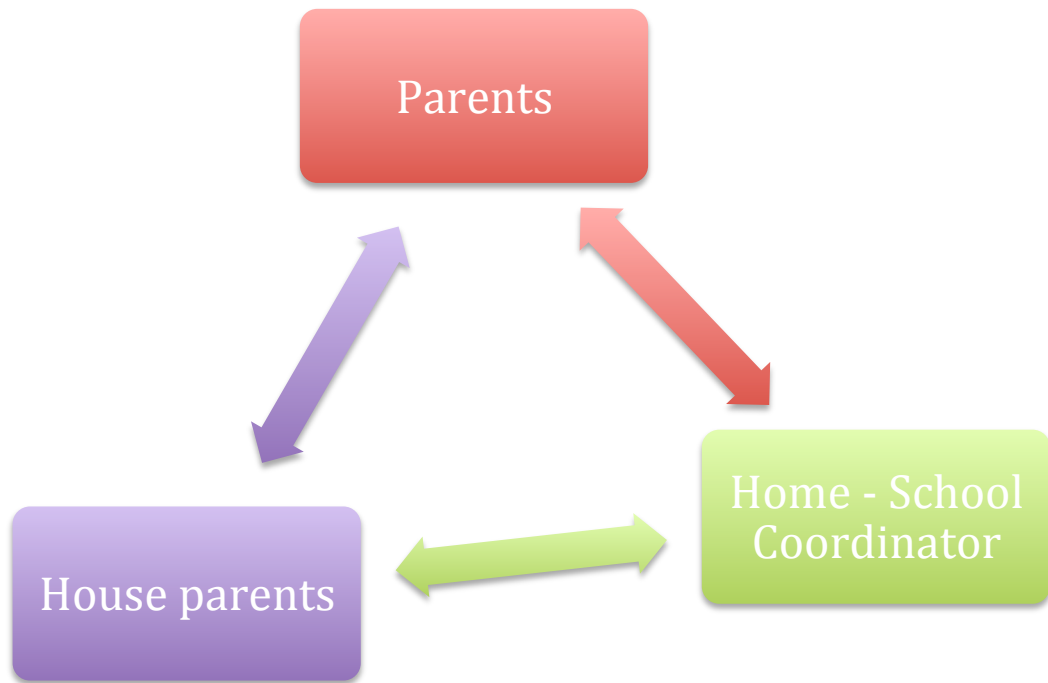


**Organizational Chart  
to better resolve upcoming issues**

**The first level of intervention**



- Our parents can contact the house parents for any matter related to the students' routine, behaviors, activities, attendance and so forth.

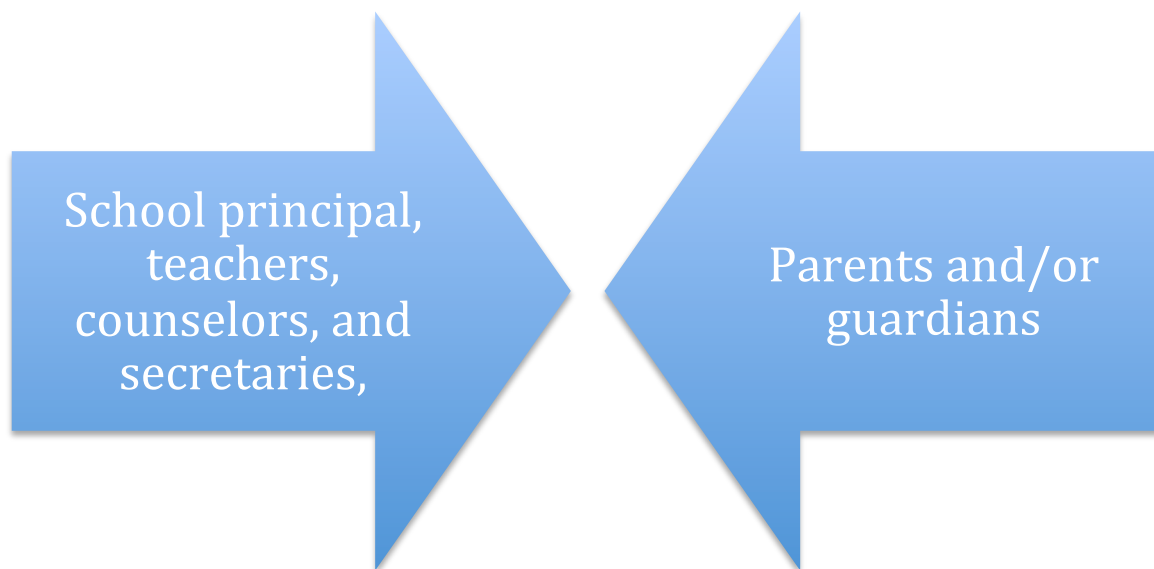
*Minor maintenance issues can be resolved between parent/house parents, it's only a question of doing a work order.*

- Any other concern such as safety, or issues with school district personnel should be taken to the home school coordinator who will do the follow up and who will report to the parent.
- The house parents should contact the parents directly if there are concerns or issues with the students. When matters cannot be resolved with the parent, the home school coordinator should be involved.
- Further, the home school coordinator and the director of operations/superintendent should be informed immediately if the matter is very serious (Health and safety, aggressive behaviors, etc.).

## **School related issues**

**Still at the first level of intervention**

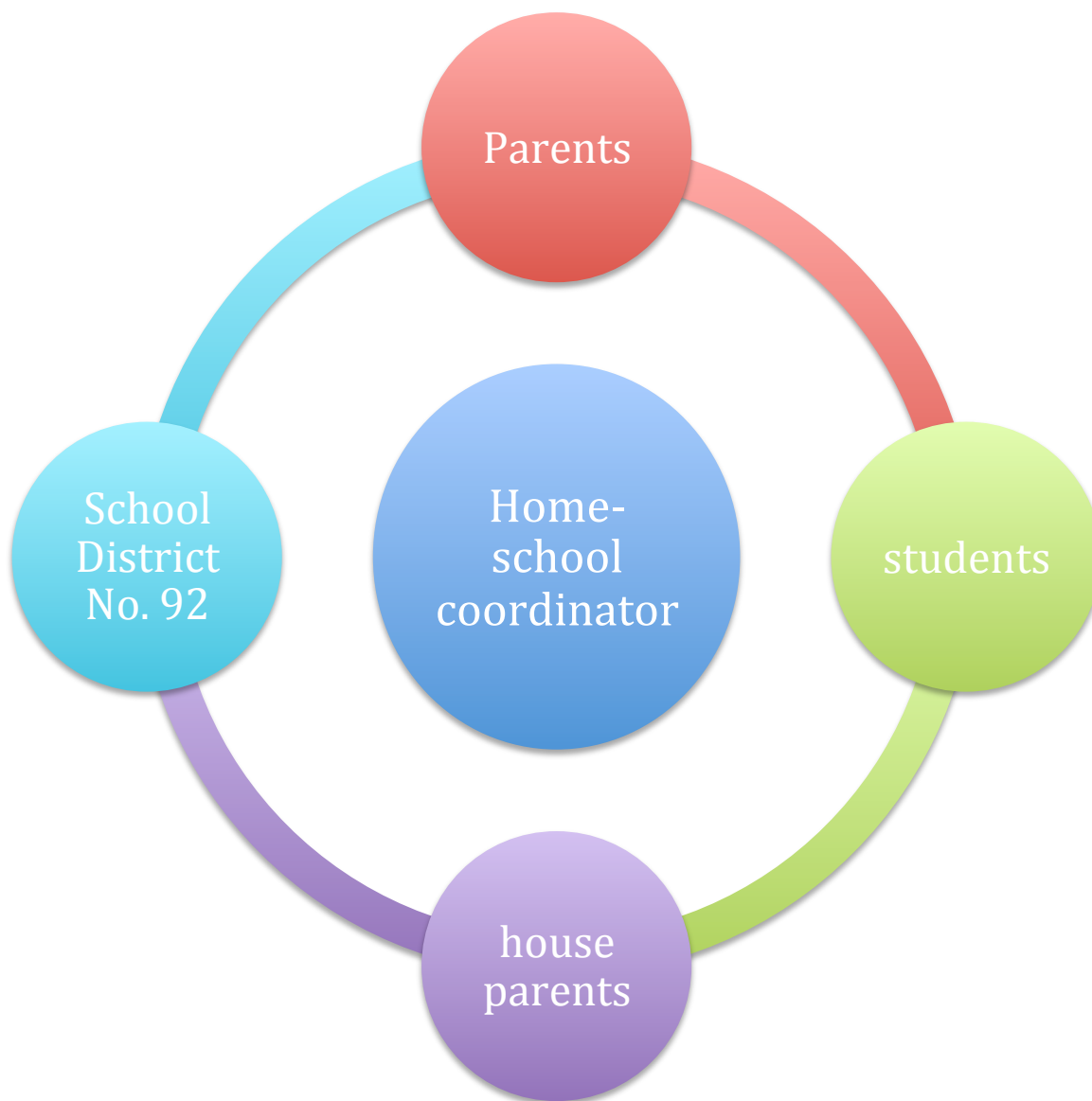
**Are to be resolved with school personnel.**



**Only very serious concerns or unresolved issues can be taken to the central office.**

**The parents cannot by-pass the homeschool coordinator and bring a concern directly to the director of operations or the superintendent.**

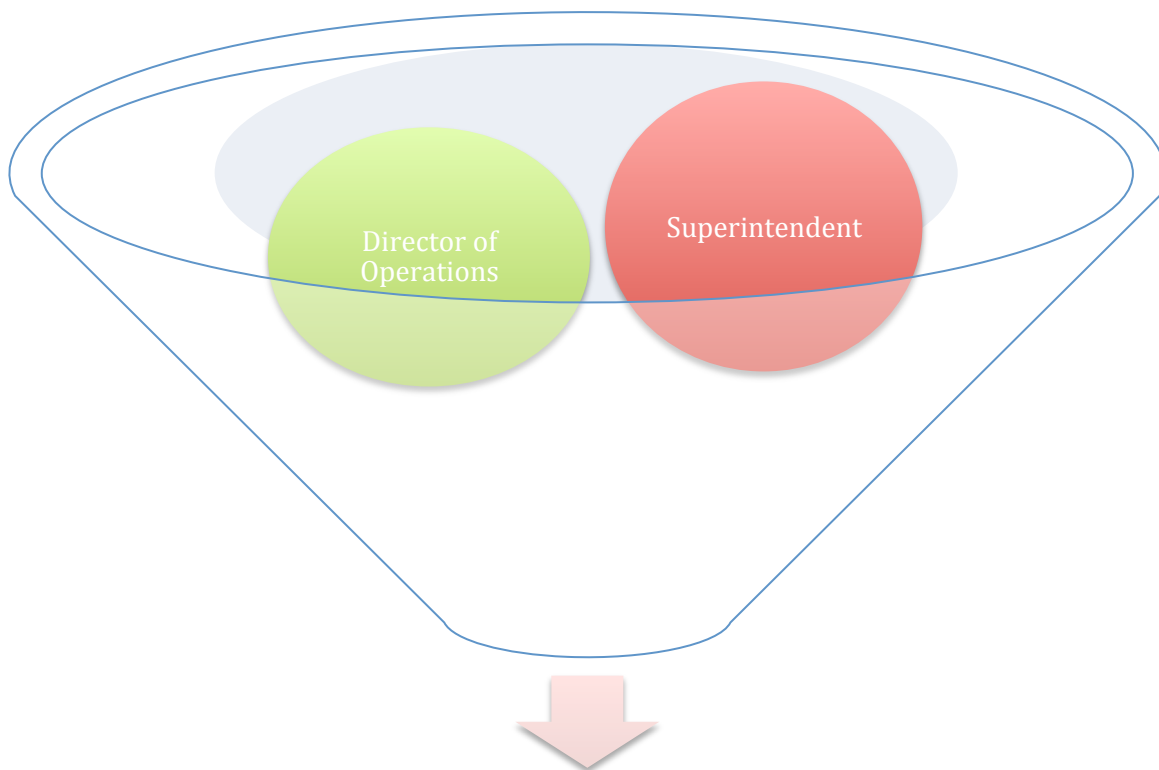
If we were to allow this practice, *the home school coordinator would be kept out of the loop*. We believe the homeschool coordinator holds a crucial role at the heart of the dynamic:



## **Organizational Chart to better resolve upcoming issues**

### **The second level of intervention**

**If the home school coordinator cannot resolve the issue, or if s/he believes it is serious enough, s/he will involve the School District.**



**The home school Coordinator will then  
report to the parents.**

- *The superintendent will address concerns related to any district employee.*
- *The director of operations will address concerns related to the facilities, and/or health and safety.*

## Memorendum of Understanding

This organizational chart and process guidelines  
is approved by:

The Home school Coordinator: \_\_\_\_\_

The House Parents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The director of Operations: \_\_\_\_\_

The Superintendent: \_\_\_\_\_

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**I understand the process to follow if I have any concern.**

Parents or Guardians' Signature: \_\_\_\_\_

**\* If parents and/or Guardians have any question regarding this memorandum of agreement process, they can contact the home school coordinator.**