

## Parent Communication Protocol

The staff of Baker Middle School works diligently every day to provide students with the best possible learning experience. Staff members strive to work together with parents to resolve issues pertaining to our students' education and well-being. In order to provide efficient and effective communication between home and school, please follow this communication protocol:

1. Parents should make direct contact with the teacher first, either by email or by phone.
2. If the teacher does not respond within 48 hours or if there are still unresolved issues following initial contact, the parent should contact the team leader, department chair, or grade level counselor.
3. If there are still concerns, the parent should inform an administrator of the situation.