DATE

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

We are grateful for the opportunity to partner with you in educating your child(ren) for both this life and the life to come.  There are four main core values we maintain at our school:

1.  Education that is redemptive in nature, restoring students in the image of their Creator and Savior.

2.  Excellence in teaching.

3.  High academic standards promoting mental, physical, spiritual and emotional growth, as well as service to humanity.

4.  Cooperative collaboration between home, church and school.

Aside from delivering high quality, standards-based Adventist education in support of our core values, it is the duty of the local school board to set and review policies and procedures for the effective, safe operation of the school to benefit the parents, students, constituency, faculty and staff.   These policies are for the protection of all our stakeholders.

We have reviewed a report from our school administrator and subsequent recommendation from our executive committee regarding alleged disregard of handbook policies pertaining to (name the policy) and agreed upon Parent Contract expectations regarding (statements or behaviors) including (name the statements or behaviors) taken from (site email or interactions the individual has had with our faculty, staff or the South Atlantic Conference Office of Education).

As you are aware, the School Acronym handbook on page 30 states, “Please understand that we wish to have a productive environment with our students, which means cooperation between home and school. Parents who yell, threaten or are demeaning to faculty, staff, or pastors will be asked to leave the premises until a peaceful and respectful resolution may be obtained.. Continued abuse of School Name personnel by the parents, including, but not limited to a parent’s unwillingness to follow the guidelines in the handbook or the Parent Contract (read your contract carefully) may result in a warning letter and the board may ask the parents to withdraw their child(ren) from school."  The School Acronym board and the South Atlantic Conference Office of Education believe that persons employed at the school have a right to work without the fear of physical, mental, spiritual or emotional harassment.   Such behavior deprives our teachers from energies needed to effectively manage and deliver instruction to their students, effectively manage their students’ behavior preventively and redemptively, and obstructs their ability to cooperatively collaborate with the families they serve.  It further compromises the effectiveness of our school's administrator who serves a dual function as both classroom teacher and principal.

This letter serves as a warning to you from the full School Acronym board. Should your behaviors persist, we will enforce the handbook policy on p. 21, in which you will be asked to immediately withdraw your children from our school.

A copy of this letter has been sent to the South Atlantic Conference Office of Education.   A copy is also on file in our records.  If you do not agree with what has been set out in this letter you may address the School Acronym board in writing.  You will be advised in writing of the outcome of the board's review of your statement.

Sincerely,

School Acroynm Board Chairperson

c: Mrs. Kim Major Gaiter, Vice President of Education  
 Dr. Michael Jon Cookenmaster, Associate Superintendent of Schools