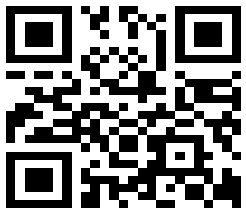


ACADEMIC ASSISTANCE STATEMENT

If you are concerned about your child's progress in school, please use the following guidelines for getting your questions answered. Contact your child's teacher. If you still have questions, contact Ms. Talps our School Counselor. If your concerns are still not addressed, please contact Dr. Comerford our Instructional Coach. If all of these steps have not resolved the issue or concerns, please make an appointment or call administration.



YOUR RIGHTS AS A PERSON WITH MAKING A CONCERN

In dealing with your concern we will ensure that you receive:

- ◆ Fair treatment.
- ◆ Courtesy.
- ◆ A timely response.
- ◆ Accurate advice.
- ◆ Respect for your privacy—concerns will be treated as confidentially as possible allowing for the possibility that we may have to consult with other appropriate Agencies about the issue.
- ◆ Reasons for our decisions.

YOUR RESPONSIBILITIES AS A PERSON VOICING A CONCERN

- ◆ Raise issues in a timely manner.
- ◆ Treat our staff as professionals, in a non-threatening manner and with respect and courtesy.
- ◆ Provide accurate and concise information in relation to the issue you raise.
- ◆ Use these procedures fully and engage in them at the appropriate levels.



STUDENT ACADEMIC ASSISTANCE GUIDELINES

HHES



4971 Frierson Road
Shaw AFB, SC 29152

Phone: 803-499-3327

Fax: 803-499-9553

Website: hhes.sumterschools.net

Academic Assistance Procedures

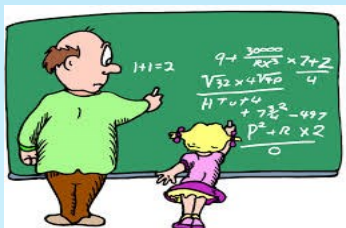
If you have a concern about your child's academic curriculum or progress:

We would like you to tell us about it. We welcome suggestions for improving our work in the school. Be assured that no matter what you are wanting to ask us, our support and respect for you and your child in the school will not be affected in anyway. Please let us know of your concern as soon as possible.

Addressing a Concern

Stage 1: Speaking with the Teacher

Most concerns can be sorted out quickly by speaking with your child's classroom teacher, so they may be allowed an opportunity to address the issue. We encourage you to schedule a conference with the teacher on his/her planning time or you can have a phone conference or send an email. Instruction is essential to every student and time is limited, so we ask that instruction is not interrupted.



Stage 2: Speaking with the School Counselor

Our School Counselor, Ms. Talps may be contacted by calling the school or emailing

Golden.Talps@sumterschools.net

Stage 3: Contacting the Instructional Coach

Dr. Anja Comerford is the Instructional Coach at High Hills. She works closely with the teachers and students. Please contact her at the school or by emailing

Anja.Comerford@sumterschools.net

Stage 4: Request to speak with Administration

Administration is readily available. If you feel your concern was not properly addressed, please contact the school's administration. Mr. Robert Thompson, Assistant Principal or Dr. Mary Kay Norton, Principal can be reached through the front office or email.

Robert.Thompson@sumterschools.net

Marykay.Norton@sumterschools.net

