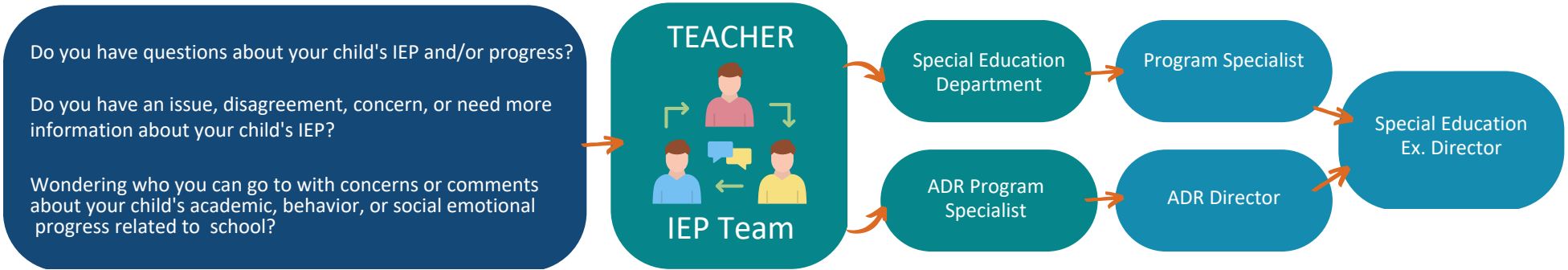




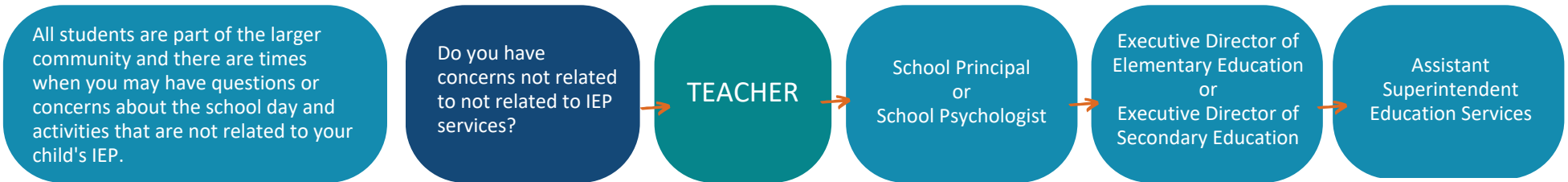
# Tips on How to Communicate

The following communication tips were created by parents like you. Remember, you can gain the information, response or outcome that you want even more effectively and in a timely manner, by utilizing effective communication strategies with your school team.

IEP stands for Individualized Education Program. The IEP is a legally binding contract of services provided by a school district for children who are identified with a disability and qualify for special education services. The IEP will address the student's strengths, areas of needs, and necessary accommodations, modifications, goals, services and placement.



- TIPS**
- When describing your concern include:
    - all of the details (who, what, where, when);
    - how your child's academic progress has been affected;
    - the outcome or solution you hope to achieve.
  - With timely respectful communication, most parent questions and or concerns are resolved with the IEP Team or at the school level.
  - For all non-emergencies, parents should expect a call or email to acknowledge that the school has received your communication and is aware of your concern. Allow a reasonable amount of time for teachers and/or district office to respond, and or meet with you to work on a resolution.
  - Most questions and/or concerns, are resolved at the school level either through a conversation with the staff or through an IEP meeting. However if questions / concerns remain, parents can reach out to the district special education and/or education services departments.



The Superintendent's office oversees the functioning of the District as a whole and the Board of Education is the policy making body for the school District. There may be times when you have questions about the District and/or policies. If so, it, may be appropriate to reach out to the superintendent's office or Board of education to provide your input.

- Superintendent
- Assistant Superintendent of Education Services
- IUSD School Board

The role of the Board is to serve as a policy-making body for the school district. The Board is charged with providing the best possible education for the children of the Irvine Unified School District in accordance with the desires of the community, and federal and state laws. Among the Board's numerous duties are the following:

- adoption of the annual budget;
- approval of expenditures;
- employment of personnel;
- approval of the curriculum, textbooks, and courses of study;
- approval of facility plans and construction contracts.

Action can only be taken when the Board is meeting in formal session with a majority of its members present. Public comments can be submitted at Board Meetings, to learn the protocol for providing public comments go to <https://iUSD.org/boardmeetings>.