

WE WANT TO HELP!

In an ongoing effort to increase effective communication among all the “stakeholders” in our students’ education, we have developed a communications checklist that should help you contact the appropriate staff members with your questions and concerns.

In order to handle problems in the most effective way, it is extremely important to first contact the staff member most directly involved with the question or concern. When someone contacts a Board of Education member or Administrator, they will be asked if they have contacted the staff member most immediately involved in the problem. If the question is not answered or the issue is not resolved at a given step, the person should proceed to the next step. The Board of Education would become involved, if necessary, at the final appeal stage of the process.

The primary responsibility of the Board of Education is to set policy for the school district. Although individual Board members are willing to listen to your concerns, they can only act as a corporate body when they meet in an official Board of Education meeting. The Superintendent and the administrative staff are legally empowered to administer the school district and put into operation the policies and decisions of the Board of Education.

| Question/Concern | STEP 1 | STEP 2 | STEP 3 | STEP 4 |
|---|--|--|---|--|
| Academics: * Difficulties * Scheduling * Curriculum | * Classroom/subject teacher * HS/MS Guidance/Elem. teacher * Classroom/subject teacher | * HS/MS Guidance * Bldg. Principal * Bldg. Principal | * Bldg. Principal * Superintendent * Superintendent | Assistant Superintendent for Instruction, then Superintendent if necessary |
| Athletics | Coach | Athletic Director | HS/MS Principal | Superintendent |
| Behavior | Classroom/subject teacher | Dean of Students | Building Principal | Assistant Superintendent for Instruction, then Superintendent if necessary |
| Budget | Asst. Supt. for Business | Superintendent | | |
| Classroom Procedures | Classroom/subject teacher | Building Principal | Assistant Superintendent for Instruction | Superintendent |
| Extra-Curricular Activities | Club Advisor | Building Principal | Superintendent | |
| Medical | School Nurse | Building Principal | Superintendent | |
| Board of Education Policies | Building Principal | Superintendent | Board of Education | |
| Special Education | Classroom/Special Education Teacher | CSE Chairperson | Building Principal | Assistant Supt. for Instruction |
| Transportation Issues | Driver (HS Dean of Students/MS Dean of Students) | Transportation Director | Building Principal | Assistant Superintendent for Business |
| Building Use | Building Principal | Director of Facilities | Superintendent | |
| Bldg./Grounds Issues | Director of Facilities | Asst. Supt. for Business | Superintendent | |
| Technology/Adult Ed. | Asst. Supt. for Instruction | Superintendent | | |
| Safety | Building Principal | Safety Coordinator | Superintendent | |
| Free/Reduced Meal Program | Food Service Director | Asst. Supt. for Business | Superintendent | |
| Busing | Transportation Director | Asst. Supt. for Business | Superintendent | |

Hopefully, this checklist will assist your needs regarding our children and the overall educational program.

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| Telephone Numbers: | Superintendent536-3371 | Food Service.....536-6781 | PYMS.....536-3366 | Instruction.....536-8538 |
| | Business Office536-3373 | Maintenance.....536-9575 | PYA.....536-4408 | CSE.....536-3399 |
| | Transportation.....536-2622 | PYE536-3346 | Sports Events.....536-7748 | |