

WHOM TO CONTACT

Accountability for Student Learning (NYS Grade 3-8 Assessments, Regents Examinations and Local Assessments)

Step 1: Classroom Teacher – *If not resolved...*

Step 2: Principal - *If not resolved...*

Step 3: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 4: Assistant Superintendent of Curriculum and Instruction

Athletic/Sports Information

Step 1: Coach – *If not resolved...*

Step 2: Michael Burns, Athletic Director - *If not resolved...*

Step 3: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 4: Superintendent of Schools

Breakfast/Lunch Programs

Step 1: Principal - *If not resolved...*

Step 2: Mary Bily, Food Service – *If not resolved...*

Step 3: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 4: Assistant Superintendent for Management Services

Building Use Request (Scheduling Events in School Facilities)

Step 1: Executive Principal/Director of Secondary Education (request Use of Facilities Form, complete and return)
– If request is for a gym or field: Michael Burns, Athletic Director - *If not resolved...*

Step 2: Assistant Superintendent for Management Services

Curriculum Information (Class/Course)

Step 1: Classroom Teacher and/or Counselor – *If not resolved...*

Step 2: Principal - *If not resolved...*

Step 3: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 4: Assistant Superintendent of Curriculum and Instruction

Graduation Requirements

Step 1: Counselor – *If not resolved...*

Step 2: Principal - *If not resolved...*

Step 3: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 4: Assistant Superintendent of Curriculum and Instruction

Medical Information

Step 1: Contact the nurse in your child's building – *If not resolved...*

Step 2: Principal - *If not resolved...*

Step 3: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 4: Assistant Superintendent for Human Resources

School Information (Learning, Code of Conduct, Expectations, Grading, Report Cards, Classroom Behavior, etc)

Step 1: Classroom Teacher and/or Counselor – *If not resolved...*

Step 2: Principal - *If not resolved...*

Step 3: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 4: Assistant Superintendent of Curriculum and Instruction

Counseling and Career Services

Step 1: Counselor – *If not resolved...*

Step 2: Principal - *If not resolved...*

Step 3: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 4: Assistant Superintendent of Curriculum and Instruction

Intervention Counseling

Step 1: Counselor – *If not resolved...*

Step 2: Principal - *If not resolved...*

Step 3: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 4: Assistant Superintendent of Curriculum and Instruction

Special Education Information/Special Needs

Step 1: Special Education Teacher– *If not resolved...*

Step 2: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 3: Sue Murray, Director of Special Education - *If not resolved...*

Step 4: Assistant Superintendent of Curriculum and Instruction

Technology

Step 1: Principal - *If not resolved...*

Step 2: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 3: William Roberge, Director of Technology - *If not resolved...*

Step 4: Assistant Superintendent of Curriculum and Instruction

Transportation Information (Pickup, Route Problems, Bus Behavior, etc.)

Step 1: Principal - *If not resolved...*

Step 2: Executive Principal/Director of Secondary Education - *If not resolved...*

Step 3: James Dark, Director of Transportation - *If not resolved...*

Step 4: Assistant Superintendent for Management Services