On occasion, a parent may have a concern, complaint, suggestion or request related to a school or classroom issue, decision, policy, or practice. Many of these questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.

As a guide, the following flow charts illustrate this process. These flowcharts will be posted on our website.
Curriculum and Instruction
Issues

Teacher (Case Manager for Sp. Ed.)

Principal

Director of Curriculum and/or Supervisor of Special Services

Chief School Administrator

Board of Education
Student Discipline Issues (including bus discipline)

Teacher or Bus Driver

Principal
(will contact bus company if necessary)

Chief School Administrator

Board of Education
Athletics or Co-Curricular Activities Issues

- Coach or Activity Advisor
- Principal
- Chief School Administrator
- Board of Education
Transportation Routing Issues (or items left on the bus)

- Transportation Coordinator
- Business Administrator
- Chief School Administrator
- Board of Education
Facilities/Buildings/Grounds Issues

- Principal (who will contact the Supervisor of Buildings & Grounds)
  - Business Administrator
  - Chief School Administrator
  - Board of Education