

## *How to Communicate Your Questions or Concerns*

- Contact your child's **TEACHER** to express your thoughts and concerns about the classroom or to ask questions about how your child is progressing, either socially or academically.
- If your child is experiencing problems academically or socially or if you want to share with the school special circumstances which may interfere with your child's learning, call the **COUNSELOR**.
- If you have ideas, suggestions, or questions about programs or if you are unable to resolve matters with the teacher or counselor, call the building **PRINCIPAL**.
- For questions or concerns about **special or gifted education**, contact the **DIRECTOR OF SPECIAL SERVICES**.
- If you have questions or concerns about our courses of study, human resources policies or procedures, or gifted or special education that you cannot resolve with the Director of Special Services, call the **ASSISTANT SUPERINTENDENT**.
- One of the last steps is to call the **SUPERINTENDENT'S** office. The superintendent will address your ideas or suggestions about district-wide programs, procedures, or practices. In addition, she will address community relations, district goals and objectives, or financial matters. If you cannot resolve matters with a building principal, call the Superintendent.
- **BOARD OF EDUCATION MEMBERS** should be contacted if you have ideas, suggestions, or concerns about district policies or programs or if you have been unable to resolve matters with the Superintendent.