

Concerns and procedures problems may develop during the school year that require cooperation between parents and school officials to resolve. If and when those circumstances arise, please follow the procedures that are outlined below. Thank you for your anticipated cooperation with these procedures.

### **Classroom/Instruction Concerns**

Step 1: Please contact the classroom teacher

Step 2: If a resolution to the problem is not reached, please contact the building principal

Step 3: If a resolution is still not reached, please contact the superintendent of schools

Step 4: Contact the Board of Education

### **Transportation Concerns**

Step 1: Please contact the district transportation coordinator - Karen Wasielewski at 315.895.7781, ext. 3516

Step 2: If a resolution is not reached, please contact the superintendent of schools

Step 3: Contact the Board of Education

### **Athletic Concerns**

Step 1: Please contact the coach

Step 2: If a resolution cannot be reached, please contact the athletic director, Jeff LaGase, at 315.895.7461, ext. 3123

Step 3: If a resolution is still not reached, please contact the superintendent of schools

Step 4: Contact the Board of Education

### **Health Concerns**

Step 1: Please contact the school nurse

Step 2: If a resolution cannot be reached, please contact the building principal

Step 3: If a resolution is still not reached, please contact the superintendent of schools

Step 4: Contact the Board of Education

### **Scheduling/Financial Aid/College Applications Concerns**

Step 1: Please contact the guidance office

Step 2: If a resolution cannot be reached, please contact the building principal

Step 3: If a resolution is still not reached, please contact the superintendent of schools

Step 4: Contact the Board of Education

Please feel free to contact the building principal and/or the superintendent of schools for other concerns.