

# WHO DO I CALL WITH A QUESTION OR SUGGESTION?

The Jericho School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed below. The district encourages any and all questions from parents and residents regarding school matters.

## Classroom Issues Involving an Individual Child

(classroom procedures, behavior, grades, schedule, etc.)

### **For Grades K-5:**

- STEP 1 - Classroom Teacher; if not resolved...
- STEP 2 - Building Principal; if not resolved...
- STEP 3 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 4 - Henry Grishman, Superintendent of Schools

### **For Grades 6-12:**

- STEP 1 - Classroom Teacher; if not resolved...
- STEP 2 - Curriculum Associate; if not resolved.....
- STEP 3 - Building Principal; if not resolved...
- STEP 4 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 5 - Henry Grishman, Superintendent of Schools

## Curriculum/Instruction Questions

(subject matter being taught, teaching strategies, textbooks and materials used, etc.)

### **For Grades K-5:**

- STEP 1 - Classroom Teacher; if not resolved...
- STEP 2 - Building Principal; if not resolved...
- STEP 3 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 4 - Henry Grishman, Superintendent of Schools

### **For Grades 6-12:**

- STEP 1 - Classroom Teacher; if not resolved...
- STEP 2 - Curriculum Associate; if not resolved...
- STEP 3 - Building Principal; if not resolved...
- STEP 4 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 5 - Henry Grishman, Superintendent of Schools

## Budget Concerns/Questions

- STEP 1 - Victor Manuel, Asst. Supt. for Business; if not resolved...
- STEP 2 - Henry Grishman, Superintendent of Schools

## Employment, Residency and Certification Questions

- STEP 1 - Ben Ciuffo, Asst. Supt. for Human Resources; if not resolved...
- STEP 2 - Henry Grishman, Superintendent of Schools

## Special Education Concerns

### **For Grades K-5:**

- STEP 1 - Teacher/Instructor/Case Manager; if not resolved...
- STEP 2 - Special Education Facilitator; if not resolved...
- STEP 3 - Curriculum Associate for Pupil Personnel Services K-5th grade; if not resolved...
- STEP 4 - Building Principal; if not resolved...
- STEP 5 - John Castronova, Director of Pupil Personnel Services; if not resolved...
- STEP 6 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 7 - Henry Grishman, Superintendent of Schools

### **For Grades 6-12:**

- STEP 1 - Teacher/Instructor/Case Manager; if not resolved...
- STEP 2 - Special Education Facilitator; if not resolved...
- STEP 3 - Curriculum Associate for Pupil Personnel Services 6th-12th grade; if not resolved...
- STEP 4 - Building Principal; if not resolved...
- STEP 5 - John Castronova, Director of Pupil Personnel Services; if not resolved...
- STEP 6 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 7 - Henry Grishman, Superintendent of School

## Medical Concerns, K-12

- STEP 1 - School Nurse; if not resolved...
- STEP 2 - Building Principal; if not resolved...
- STEP 3 - John Castronova, Director of Pupil Personnel Services; if not resolved...
- STEP 4 - Henry Grishman, Superintendent of Schools

## School Personnel Concerns

- STEP 1 - Building Principal; if not resolved...
- STEP 2 - Ben Ciuffo, Asst. Supt. for Human Resources; if not resolved...
- STEP 3 - Henry Grishman, Superintendent of Schools

## Building Use Requests

- STEP 1 - Michael Hahn, Director of Buildings and Grounds; if not resolved...
- STEP 2 - Victor Manuel, Asst. Supt. for Business; if not resolved...
- STEP 3 - Henry Grishman, Superintendent of Schools

## Transportation Concerns

(pickup, route problems, etc.)

- STEP 1 - Lori-Ann Savino, Transportation Director; if not resolved...
- STEP 2 - Victor Manuel, Asst. Supt. for Business; if not resolved...
- STEP 3 - Henry Grishman, Superintendent of Schools

## Other Transportation Concerns

(behavior on school buses, etc.)

### **For Grades K-5:**

- STEP 1 - Bus Driver; if not resolved...
- STEP 2 - Building Principal; if not resolved...
- STEP 3 - Lori-Ann Savino, Transportation Director; if not resolved...
- STEP 4 - Victor Manuel, Asst. Supt. for Business; if not resolved...
- STEP 5 - Henry Grishman, Superintendent of Schools

### **For Grades 6-12:**

- STEP 1 - Bus Driver; if not resolved...
- STEP 2 - Building Assistant Principal; if not resolved...
- STEP 3 - Building Principal; if not resolved...
- STEP 4 - Lori-Ann Savino, Transportation Director; if not resolved...
- STEP 5 - Victor Manuel, Asst. Supt. for Business; if not resolved...
- STEP 6 - Henry Grishman, Superintendent of Schools

## Athletic Concerns

- STEP 1 - Coach; if not resolved...
- STEP 2 - John Mankowich, Curriculum Associate for Health, Phys Ed and Athletics; if not resolved...
- STEP 3 - Building Assistant Principal; if not resolved...
- STEP 4 - Building Principal; if not resolved...
- STEP 5 - Henry Grishman, Superintendent of Schools

## Other After School Activities

- STEP 1 - Activity Advisor; if not resolved...
- STEP 2 - Building Assistant Principal; if not resolved...
- STEP 3 - Building Principal; if not resolved...
- STEP 4 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 5 - Henry Grishman, Superintendent of Schools

**Please Note:** If your issue has not been resolved after following **ALL** of the appropriate steps in the communication protocol, then please contact the Board of Education.