

Social/Emotional Concerns:

“I am worried that my child is not getting along with other children.”

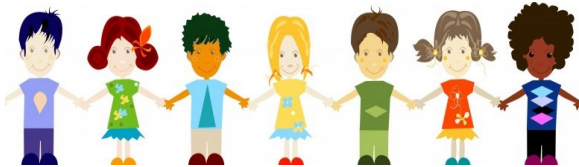
“My child seems unhappy or has trouble making friends.”

1st contact—Teacher

2nd contact—Social Worker/
Psychologist/
School Counselor

3rd contact—Principal

4th contact—Director of Special
Education



School Lunch/Cafeteria:

“I need a new lunch menu and/or forms for free/reduced lunch.”

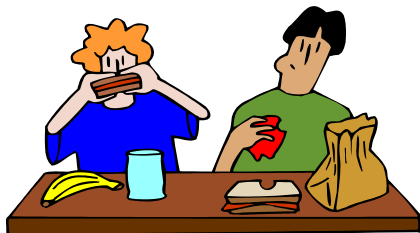
1st contact—Main Office

2nd contact—Food Service and
Nutrition Office

“I have questions about nutrition and menu options.”

1st contact—Main Office

2nd contact—Food Service and
Nutrition Office



What You Can Expect From Grade School Faculty:

- A timely response from teachers—
Expect follow-up communication
by the end of the next school day
- Professionalism, courtesy and
respect from all staff members
- Honest dialogue about your child



What We Expect From Parents:

- An immediate call if you have
concerns about your child
- To abide by the protocols outlined
in this guide so that we can
address your needs as effectively
and efficiently as possible
 - Courtesy, respect and an
understanding that our teachers are
a professional staff who work
diligently to help all children
succeed



A Reference Guide for Effective Communication

**Babylon Memorial
Grade School
(631) 893-7980**

Ms. Fretto, Principal



Important Phone Numbers:

Main Office:	Mrs. Melito	893-7980
	Mrs. Mineo	893-7980
Health Office:	Mrs. Burke	893-7987
Pupil Personnel Offices:		
	Social Worker: Mrs. DiGiacomo	893-7980
	School Psychologist: Ms. Linder	893-7980
	School Counselors: Mrs. Castro	893-7980
	Ms. Scheriff	893-7980
Director of Athletics:	Mr. DeJoseph	893-7933
Director of Fine & Performing Arts:		
	Mr. Leech	893-7909
Director of Special Education:		
	Mrs. Consolo	893-7941
Director of Technology & Accountability:		
	Mr. Dileo	893-7983
Food Services and Nutrition Office:		
	Ms. Kelland	893-7949
Transportation Office:	Ms. Lathbury	893-7915
Central Administration:		
	Ms. Manza, Superintendent	893-7925
	Ms. Lunetta, Assistant Superintendent for Business	893-7914
	Mr. Haubrich, Assistant Superintendent for Curriculum & Instruction	893-7924

Introduction:

Dear Grade School Community:

This Reference Guide was developed to help parents, teachers, students and administrators communicate effectively and efficiently in order to ensure a quality experience for all students. The communication protocols in this pamphlet begin with the staff member closest to the situation, who will generally have the most information to address a concern. The district encourages any and all questions from parents and residents regarding school matters.

Who should I contact?

Health/Attendance Concerns:

“My child will not be in school today.”

1st contact—School Nurse
2nd contact—Main Office

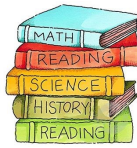


Transportation:

“I have a concern about my child’s bus driver.”

“The bus stop/bus route is a problem.”

1st contact—Transportation
2nd contact—Principal



Academic Concerns:

“I am worried that my child is having difficulty with classwork or homework.”

1st contact—Teacher
2nd contact—Social Worker/
Psychologist/
School Counselor
3rd contact—Principal
4th contact—Director of Special
Education

“I am upset with a grade my child received.”

“I am concerned with how my child is progressing academically.”

1st contact—Teacher
2nd contact—Principal

Special Education:

“I have academic/social/emotional concerns regarding my child.”

1st contact—Teacher
2nd contact—Social Worker/
Psychologist/
School Counselor
3rd contact—Principal
4th contact—Director of Special
Education

Music/Instrumental Concerns:

“I would like my child to participate in chorus, band or orchestra.”

1st contact—Music Teacher
2nd contact—Teacher
3rd contact—Director of Fine &
Performing Arts

Technology:

“I want to know more about the technology being used in my child’s classroom.”

1st contact—Teacher
2nd contact—Principal



After School Clubs:

“I would like my child to participate in an after-school club.”

1st contact—Teacher
2nd contact—Main Office
3rd contact—Principal

Building Use:

“I would like to use the cafeteria for a Girl Scout meeting.”

“My baseball team would like to use the field in the fall.”



“We plan to use the bus circle for a car wash for the soccer team.”

1st contact—Transportation
2nd contact—Main Office

PTA/SEPTA

Website: <http://babylon.my-pta.org>

Email:

babylonptapresident@gmail.com

SEPTA email:

babylon.village.septa@gmail.com