

# WHO DO I CALL WITH A QUESTION OR SUGGESTION?

The East Rockaway 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. Appropriate communication channels for a variety of topics are listed below.

## Classroom Issues Involving an Individual Child

### (Classroom procedures, behaviors, grades, schedules, etc.)

#### **For Grades K-6:**

- STEP 1 - Classroom Teacher; if not resolved ...
- STEP 2 - Building Principal; if not resolved ...
- STEP 3 – Mr. Murray, Assistant Superintendent for Curriculum & Instruction; if not resolved ...
- STEP 4 – Mr. DeTommaso, Superintendent of Schools

#### **For Grades 7-12:**

- STEP 1 - Classroom Teacher; if not resolved ...
- STEP 2 - Department Chairperson; if not resolved ...
- STEP 3 - Guidance Counselor; if not resolved ...
- STEP 4 - Assistant Principal; if not resolved ...
- STEP 5 - Building Principal; if not resolved ...
- STEP 6 – Mr. Murray, Assistant Superintendent for Curriculum & Instruction; if not resolved ...
- STEP 7 – Mr. DeTommaso, Superintendent of Schools

### Curriculum / Instruction Questions: (subject matter being taught, teaching strategies, textbooks and materials used, etc.)

#### **For Grades K-6:**

- STEP 1 - Classroom Teacher; if not resolved ...
- STEP 2 - Building Principal; if not resolved ...
- STEP 3 – Mr. Murray, Assistant Superintendent for Curriculum & Instruction; if not resolved ...
- STEP 4 – Mr. DeTommaso, Superintendent of Schools

#### **For Grades 7-12:**

- STEP 1 - Classroom Teacher; if not resolved ...
- STEP 2 - Department Chairperson; if not resolved ...
- STEP 3 - Assistant Principal; if not resolved ...
- STEP 4 - Building Principal; if not resolved ...
- STEP 5 - Mr. Murray, Assistant Superintendent for Curriculum & Instruction; if not resolved ...
- STEP 6 – Mr. DeTommaso, Superintendent of Schools

## Pupil Personnel Concerns:

#### **For Grades K-6:**

- STEP 1 - Teacher
- STEP 2 - Case Manager/IEP Teacher; if not resolved ...
- STEP 3 - School Psychologist; if not resolved ...
- STEP 4 - Building Principal; if not resolved ...
- STEP 5 – Mr. Healy, Dir. of Pupil Personnel Services; if not resolved
- STEP 6 – Mr. DeTommaso, Superintendent of Schools

## Pupil Personnel Concerns (cont'd):

#### **For Grades 7-12:**

- STEP 1 - Teacher
- STEP 2 - Case Manager/IEP Teacher; if not resolved ...
- STEP 3 - Department Chairperson, if not resolved ...
- STEP 4 - Guidance Counselor; if not resolved
- STEP 5 - School Psychologist; if not resolved ...
- STEP 6 - Building Principal; if not resolved ...
- STEP 7 – Mr. Healy, Dir. of Pupil Personnel Services; if not resolved...
- STEP 8 – Mr. DeTommaso Superintendent of Schools

## Medical Concerns, K-12

- STEP 1 - School Nurse; if not resolved ...
- STEP 2 - Building Principal; if not resolved ...
- STEP 3 - Mr. Gregory, Dir. of Physical Education, Health & Athletics; if not resolved...
- STEP 4 – Mr. DeTommaso, Superintendent of Schools

## Building Use Requests/Insurance Certificates

- STEP 1 - Building Principal; if not resolved ...
- STEP 2 - Mr. Gregory, Dir. of Physical Education, Health & Athletics (for athletic events); if not resolved ...
- STEP 3 – Mr. Van Wart Assistant Superintendent of Finance & Operations, if not resolved...
- STEP 4 – Mr. DeTommaso, Superintendent of Schools

## Residency

- STEP 1 - Mr. Murray, Assistant Superintendent for Curriculum & Instruction; if not resolved...
- STEP 2 – Mr. DeTommaso, Superintendent of Schools

## Transportation Concerns (pickup, route problems, etc.)

- STEP 1 – Mr. Van Wart, Assistant Superintendent of Finance & Operations; if not resolved ...
- STEP 2 – Mr. DeTommaso, Superintendent of Schools

## Athletic Concerns (including transportation)

- STEP 1 - Coach; if not resolved ...
- STEP 2 - Mr. Gregory, Dir. of Physical Education, Health & Athletics (for athletic events); if not resolved ...
- STEP 3 - Assistant Principal; if not resolved ...
- STEP 4 - Building Principal; if not resolved ...
- STEP 5 – Mr. DeTommaso, Superintendent of Schools

## Other After School Activities

- STEP 1 - Activity Advisor; if not resolved ...
- STEP 2 - Assistant Principal; if not resolved
- STEP 3 - Building Principal; if not resolved
- STEP 4 - Mr. Murray, Assistant Superintendent for Curriculum & Instruction; if not resolved...
- STEP 5 – Mr. DeTommaso, Superintendent of Schools

## Employment and Certification Questions – Instructional Staff

- STEP 1 – Mr. DeTommaso, Superintendent of Schools

## Employment – Civil Service and Non-Instructional Staff

- STEP 1 – Mr. Van Wart, Assistant Superintendent of Finance & Operations

## School Personnel Concerns

- STEP 1 - Department Chairperson; if not resolved ...
- STEP 2 - Building Principal; if not resolved ...
- STEP 3 - Mr. Murray, Assistant Superintendent for Curriculum & Instruction, if not resolved...
- STEP 4 – Mr. DeTommaso, Superintendent of Schools

## School Lunch

- STEP 1 - Food Service Management, (887-8300 1 x428); if not resolved....
- STEP 2 – Mr. Van Wart, Assistant Superintendent of Finance & Operations; if not resolved....
- STEP 3 – Mr. DeTommaso, Superintendent of Schools (1 x 523)

## Budget Concerns / Questions

- STEP 1 – Mr. Van Wart, Assistant Superintendent of Finance & Operations; if not resolved...
- STEP 2 – Mr. DeTommaso, Superintendent of Schools

Please report suspicious activity or vandalism that occurs after school hours or when school is not in session to the police department at 516-573-6400. In the case of an emergency, please call 911. Kindly follow up with the Building Principal when school is back in session.

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