

# PARENTS: WHO TO ASK ABOUT WHAT

There are many ways parents can communicate with the school. Here are some functional guidelines to assist parents in reaching the appropriate party, depending on the issue under consideration.

| <b>If your concern is about</b>   | <b>You should contact<br/>(in priority order)</b>   | <b>How to do it</b>  |
|---|---|--|
| Your child's academic progress  | 1. Your child's teacher<br>2. Parent Coordinator  | 1. Note, email<br>2. Email, phone message  |
| Your child's well-being and emotional development                       | Guidance counselor  | Email, phone message, note   |
| Activities in your child's classroom                                    | 1. Your child's teacher<br>2. Class parent  | 1. Note, email<br>2. Email, phone message  |
| Curriculum (The overall curriculum, subject or school-wide for example) | 1. School Leadership Team<br>2. Principal or AP<br>3. Teacher                                   | 1. Email, note in SLT mailbox in Main Office, phone message<br>2. Email  |
| School issues other than curriculum                                     | <i>Depending on issue:</i><br>Parent Coordinator<br>Teacher<br>Principal<br>PTA<br>Class Parent | Email, phone message<br>Email, note<br>Email, note, phone message<br>Email, note in PTA mailbox<br>Email, note |
| Setting up a play date with a classmate's family                        | Contact parent directly   | Email, phone message   |
| PTA issues (fundraising, communications, community relations)           | PTA   | Email, note in PTA mailbox in Main Office  |
| Department of Education policies and practices                          | 1. Principal or AP<br>2. Parent Coordinator   | 1. Email, phone message<br>2. Email  |
| Busing issues   | Main Office (Mrs. Massa)  | Email, phone message   |
| Other concerns about our school   | 1. Parent Coordinator<br>2. Principal   | 1. Email, phone message<br>2. Email  |