

I have a question or concern...what do I do?

If you have a question or concern it is best to follow the chain of communication, beginning with the level closest to the issue. If your issue is unresolved, continue with the next level, etc. This process is established to resolve issues at the earliest opportunity.

I have a question/concern about...	1 st Contact	2 nd Contact	3 rd Contact	4 th Contact	5 th Contact
Academics *question/problem about a class, assignment or grade	Classroom Teacher	Dept. Chair English- Ms. D. Florio Math-Ms. P. Downing Science-Ms. P. Downing Soc. St.-Mr. N. Fasulo	Counseling Office 9 th – Ms. Toleno 10 th – Ms. Murphy 11 th & 12 th – (A-K) Ms. Rickert (L-Z) Mr. Nofal	Principal Ms. D. Parkhurst	Executive Director of Instruction & Assessment Ms. E. Conners
Schedule	Counseling Office 9 th – Ms. Toleno 10 th – Ms. Murphy 11 th & 12 th – (A-K) Ms. Rickert (L-Z) Mr. Nofal	Dept. Chair English- Ms. D. Florio Math-Ms. P. Downing Science-Ms. P. Downing Soc. St.-Mr. N. Fasulo	Assistant Principal 9 th & 12 th grade-Ms. A. Stephenson 10 th & 11 th grade-Mr. N. Murray	Principal Ms. D. Parkhurst	
Curriculum *Required exams *Syllabus *Learning Targets	Classroom Teacher	Dept. Chair English- Ms. D. Florio Math-Ms. P. Downing Science-Ms. P. Downing Soc. St.-Mr. N. Fasulo	Principal Ms. D. Parkhurst	Executive Director of Instruction & Assessment Ms. E. Conners	
Behavior *Behavior expectations *Code of Conduct *DASA Coordinator *Student conflicts	Classroom Teacher	Assistant Principal 9 th & 12 th grade-Ms. A. Stephenson 10 th & 11 th grade-Mr. N. Murray	Counseling Office 9 th – Ms. Toleno 10 th – Ms. Murphy 11 th & 12 th – (A-K) Ms. Rickert (L-Z) Mr. Nofal	Principal Ms. D. Parkhurst	Director of Student Support Services Ms. G. Geitner
Classroom Procedures and questions	Classroom Teacher	Dept. Chair English- Ms. D. Florio Math-Ms. P. Downing Science-Ms. P. Downing Soc. St.-Mr. N. Fasulo	Assistant Principal 9 th & 12 th grade-Ms. A. Stephenson 10 th & 11 th grade-Mr. N. Murray	Principal Ms. D. Parkhurst	
Special Education *Transition plans *Annual reviews *IEP *Accommodations *ACCESS-VR	Case Manager	Special Education Facilitator & Psychologist Mr. S. LoFaro	Principal Ms. D. Parkhurst	Director of Special Instructional Programs and Pupil Services Ms. K. Adams	
Budget & Finance	Principal Ms. D. Parkhurst	School Business Administrator Ms. K. Nichols			
Health Offices *Immunizations *Physicals *Medical restrictions *Medication administration	School Nurse TBD	Principal Ms. D. Parkhurst	Director of Health, Physical Education & Athletics Mr. C. Ells		
Cafeteria *Menu *Dietary needs	Assistant Principal 9 th & 12 th grade-Ms. A. Stephenson 10 th & 11 th grade-Mr. N. Murray	Cafeteria Manager Ms. T. Fox	Food Service Manager Ms. T. Warwick		

I have a question/concern about...	1 st Contact	2 nd Contact	3 rd Contact	4 th Contact	5 th Contact
Athletics/PE	Coach/PE Teachers	Director of Health, Physical Education & Athletics Mr. C. Ells			
Transportation	Assistant Principal 9 th & 12 th grade-Ms. A. Stephenson 10 th & 11 th grade-Mr. N. Murray	Transportation Supervisor Mr. G. Henrie	Director of Facilities, Operations and Transportation Mr. A. Crump		
Facilities & Safety	Principal Ms. D. Parkhurst	Head Custodian Mr. M. Tallents	Director of Facilities, Operations and Transportation Mr. A. Crump		
Building/ Auditorium Use	Principal Ms. D. Parkhurst	Director of Facilities, Operations and Transportation Mr. A. Crump			
Gym/Athletic Facility Use	Director of Health, Physical Education & Athletics Mr. C. Ells				
Board of Education Policies	Principal Ms. D. Parkhurst				
GRB High School - 315-593-5400			Education Center - 315-593-5500		