

## **Madison Elementary Schools**

### **Recommended Process to Discuss Student Issues With School Staff and Officials**

The District realizes that times may arise where a parent or guardian wishes to discuss a concern or issue regarding a student. The District also realizes that sometimes it is difficult to determine exactly to whom the parent or guardian should raise such concern.

Listed below is the recommended process for a parent or guardian to follow.

In general, the most effective way to solve an issue is to communicate directly with the educator in charge of the class or program where the issue or concern has arisen. If a resolution cannot be reached at that level, the parent/guardian should contact the next person in the chain of command.

The most efficient way to communicate with School Staff and Officials is by email, telephone or personal conference. Contact information for all school employees can be found on the various schools' websites.

If after following the process listed below, a satisfactory resolution of the issue or concern is still not reached, then the parent should contact the Board of Education.

#### **A. Matters Involving Instruction**

1. Classroom Teacher and/or Case Manager
2. Principal
  - Central Avenue School: Thomas Liss
  - Kings Road School: Kathleen Koop
  - Torey J. Sabatini School: Michael Post
3. Superintendent Michael Rossi

**B. Matters Involving Student Discipline**

1. Classroom Teacher
2. Principal
  - Central Avenue School: Thomas Liss
  - Kings Road School: Kathleen Koop
  - Torey J. Sabatini School: Michael Post
3. Superintendent Michael Rossi

**C. Matters Involving Extracurricular Activity**

1. Activity Advisor
2. Principal
  - Central Avenue School: Thomas Liss
  - Kings Road School: Kathleen Koop
  - Torey J. Sabatini School: Michael Post
3. Superintendent Michael Rossi

**D. Matters Involving Facilities and Buildings and Grounds\***

1. Principal
  - Central Avenue School: Thomas Liss
  - Kings Road School: Kathleen Koop
  - Torey J. Sabatini School: Michael Post
2. Business Administrator Gary Lane

*\*Use of Facilities Requests are processed via the on-line application process*

**E. Matters Involving Transportation (other than student discipline)**

1. Business Administrator Gary Lane or Mary Lou Yocco, Exec. Secretary to Business Administrator
2. Superintendent Michael Rossi