

# WHO DO I CALL WITH A QUESTION OR SUGGESTION?

The Jericho 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. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed below. The district encourages any and all questions from parents and residents regarding school matters.

## Classroom/Curriculum & Instruction Questions

(classroom procedures, behavior, grades, schedule, subject matter being taught, teaching strategies, textbooks etc.)

### **For Grades K-5:**

- STEP 1 - Classroom Teacher; if not resolved...
- STEP 2 - Building Principal; if not resolved...
- STEP 3 - Ivy Sherman, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 4 - Henry Grishman, Superintendent of Schools

### **For Grades 6-12:**

- STEP 1 - Classroom Teacher; if not resolved...
- STEP 2 - Guidance Counselor; if not resolved...
- STEP 3 - Curriculum Associate; if not resolved...
- STEP 4 - Building Principal; if not resolved...
- STEP 5 - Ivy Sherman, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 6 - Henry Grishman, Superintendent of Schools

## Behavior, Social Interaction Concerns/

### Post Secondary Questions

#### **For Grades K-5:**

- STEP 1 - Classroom Teacher; if not resolved...
- STEP 2 - School Psychologist; if not resolved...
- STEP 3 - Building Principal; if not resolved...
- STEP 4 - Ivy Sherman, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 5 - Henry Grishman, Superintendent of Schools

#### **For Grades 6-12:**

- STEP 1 - Classroom Teacher; if not resolved...
- STEP 2 - Guidance Counselor, School Social Worker or School Psychologist; if not resolved...
- STEP 3 - Building Assistant Principal; if not resolved...
- STEP 4 - Curriculum Associate for Guidance; if not resolved...
- STEP 5 - Building Principal; if not resolved...
- STEP 6 - Ben Ciuffo, Asst. Supt. for Human Resources; if not resolved...
- STEP 7 - Henry Grishman, Superintendent of Schools  
(See pages 5 & 7 to learn about guidance, social workers and psychologists)

## Budget Concerns/Questions

- STEP 1 - Victor Manuel, Asst. Supt. for Business; if not resolved...
- STEP 2 - Henry Grishman, Superintendent of Schools

## Special Education Concerns

- STEP 1 - Teacher/Instructor/Case Manager; if not resolved...
- STEP 2 - Special Education Facilitator; if not resolved...
- STEP 3 - Curriculum Associate for Pupil Personnel Services K-5th or 6-12th grade; if not resolved...
- STEP 4 - Building Principal; if not resolved...
- STEP 5 - Kim Conger, Director of Pupil Personnel Services; if not resolved...
- STEP 6 - Ivy Sherman, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 7 - Henry Grishman, Superintendent of Schools

## 504 Accommodation Plan Concerns

- STEP 1 - Teacher/Instructor/Case Manager; if not resolved...
- STEP 2 - 504 Building Coordinator; if not resolved...
- STEP 3 - Building Principal; if not resolved...
- STEP 4 - District 504 Coordinator, Kim Conger, Director of Pupil Personnel Services; if not resolved...
- STEP 5 - Ivy Sherman, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 6 - Henry Grishman, Superintendent of Schools

## Medical Concerns, K-12

- STEP 1 - School Nurse; if not resolved...
- STEP 2 - Building Principal; if not resolved...
- STEP 3 - Kim Conger, Director of Pupil Personnel Services; if not resolved...
- STEP 4 - Henry Grishman, Superintendent of Schools

## School Personnel Concerns

- STEP 1 - Building Principal; if not resolved...
- STEP 2 - Ben Ciuffo, Asst. Supt. for Human Resources; if not resolved...
- STEP 3 - Henry Grishman, Superintendent of Schools

## Building Use Requests

- STEP 1 - Michael Hahn, Director of Buildings and Grounds; if not resolved...
- STEP 2 - Victor Manuel, Asst. Supt. for Business; if not resolved...
- STEP 3 - Henry Grishman, Superintendent of Schools

## Employment, Residency and Certification Questions

- STEP 1 - Ben Ciuffo, Asst. Supt. for Human Resources; if not resolved...
- STEP 2 - Henry Grishman, Superintendent of Schools

## Technology Questions

Call Patrick Fogarty, Director of Technology, with questions regarding the Student Records Page, Canvas, password related issues, Robocall and accessing report cards.

## Transportation Concerns

(pickup, route problems, etc.)

- STEP 1 - Lori-Ann Savino, Transportation Director; if not resolved...
- STEP 2 - Victor Manuel, Asst. Supt. for Business; if not resolved...
- STEP 3 - Henry Grishman, Superintendent of Schools

## Other Transportation Concerns

(behavior on school buses, etc.)

### **For Grades K-5:**

- STEP 1 - Building Principal; if not resolved...
- STEP 2 - Victor Manuel, Asst. Supt. for Business; if not resolved...
- STEP 3 - Henry Grishman, Superintendent of Schools

### **For Grades 6-12:**

- STEP 1 - Building Assistant Principal; if not resolved...
- STEP 2 - Building Principal; if not resolved...
- STEP 3 - Victor Manuel, Asst. Supt. for Business; if not resolved...
- STEP 4 - Henry Grishman, Superintendent of Schools

## Athletic Concerns

- STEP 1 - Coach; if not resolved...
- STEP 2 - John Mankowich, Curriculum Associate for Health, Phys Ed and Athletics; if not resolved...
- STEP 3 - Building Assistant Principal; if not resolved...
- STEP 4 - Building Principal; if not resolved...
- STEP 5 - Henry Grishman, Superintendent of Schools

## Other After School Activities

- STEP 1 - Activity Advisor; if not resolved...
- STEP 2 - Building Assistant Principal; if not resolved...
- STEP 3 - Building Principal; if not resolved...
- STEP 4 - Ivy Sherman, Asst. Supt. for Curriculum and Instruction; if not resolved...
- STEP 5 - Henry Grishman, Superintendent of Schools

**Please Note:** If your issue has not been resolved after following ALL of the appropriate steps in the communication protocol, then please contact the Board of Education by emailing [BOE@jerichoschools.org](mailto:BOE@jerichoschools.org).