

# **CHAIN OF COMMUNICATION**

## **WHO DO I CALL WITH A QUESTION AND/OR SUGGESTION?**

The North Merrick 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 ISSUES INVOLVING AN INDIVIDUAL CHILD** (classroom procedures, classroom behavior, grades, etc.) **OR CURRICULUM AND INSTRUCTION** (subject matter being taught, textbooks and materials used, etc.)

Step 1: Classroom Teacher; if not resolved...

Step 2: Building Principal; if not resolved...

Step 3: Ms. Jaelyn Guidice, Assistant Superintendent for Curriculum, Instruction, & Personnel; if not resolved...

Step 4: Dr. Cynthia Seniuk, Superintendent of Schools

### **EMPLOYMENT AND CERTIFICATION**

Step 1: Ms. Jaelyn Guidice, Assistant Superintendent for Curriculum, Instruction, & Personnel; if not resolved...

Step 2: Dr. Cynthia Seniuk, Superintendent of Schools

### **MEDICAL CONCERNS**

Step 1: School Nurse; if not resolved...

Step 2: Building Principal; if not resolved...

Step 3: Dr. Edward Murphy, Assistant to the Superintendent for PPS and Special Education; if not resolved...

Step 4: Ms. Jaelyn Guidice, Assistant Superintendent for Curriculum, Instruction, & Personnel; if not resolved...

Step 5: Dr. Cynthia Seniuk, Superintendent of Schools

### **SCHOOL ACTIVITIES/CLUBS**

Step 1: Activity Adviser; if not resolved...

Step 2: Building Principal; if not resolved...

Step 3: Ms. Jaelyn Guidice, Assistant Superintendent for Curriculum, Instruction, & Personnel; if not resolved...

Step 4: Dr. Cynthia Seniuk, Superintendent of Schools

### **REGISTRATION AND RESIDENCY**

Step 1: Ms. Joanne Long, District Clerk/Registration; if not resolved...

Step 2: Ms. Jaelyn Guidice, Assistant Superintendent for Curriculum, Instruction, & Personnel; if not resolved...

Step 3: Dr. Cynthia Seniuk, Superintendent of Schools

### **SPECIAL EDUCATION**

Step 1: Teacher; if not resolved...

Step 2: School Psychologist; if not resolved...

Step 3: Building Principal; if not resolved...

Step 4: Dr. Edward Murphy, Assistant to the Superintendent for PPS and Special Education; if not resolved...

Step 5: Ms. Jaelyn Guidice, Assistant Superintendent for Curriculum, Instruction, & Personnel; if not resolved...

Step 6: Dr. Cynthia Seniuk, Superintendent of Schools

### **SCHOOL LUNCH PROGRAM**

Step 1: Building Principal; if not resolved...

Step 2: Mr. Thomas P. McDaid, Esq., Assistant Superintendent for Business and Operations; if not resolved...

Step 3: Dr. Cynthia Seniuk, Superintendent of Schools