



# WCS CHAIN OF CONTACT FOR FAMILIES

Williamson Central School District Chain of Contact				
Question/Concern	Step 1	Step 2	Step 3	Step 4
<b>Academics</b>				
Academic Intervention Services (MTSS)	Class / Course Teacher	Tier 2 Coordinator, Tier 3 Coordinator (Building Principals)	MTSS Intervention Coordinator	Assistant Superintendent for Instruction, Step 5 - Superintendent
Curriculum Content	Class/Course Teacher	Building Principal	Assistant Superintendent for Instruction	Superintendent
Homework Request	Class / Course Teacher	Counseling Department		
Scheduling	School Counselor	Assistant Principal or Building Principal		
Student Academic Difficulties	Class/Course Teacher	School Counselor	Assistant Principal/ Building Principal	Assistant Superintendent for Instruction, Step 5 - Superintendent
<b>Attendance</b>				
Absences	Attendance Clerk	School Nurse		
Early Dismissal/ Late Arrival	Attendance Clerk	School Nurse	Building Secretary	
Illness Concern	See Health / Medical			
<b>Athletics</b>	Coach	Athletic Director	MS/HS Principal	Superintendent
<b>Behavior on Campus</b>	Class/Course Teacher	Counselor	Assistant Principal/ Building Principal	Superintendent
<b>Behavior on the Bus</b>	Transportation Director	Assistant Principal/ Building Principal	Superintendent	
<b>Board of Education Policy</b>	District Clerk	Superintendent	Board of Education	
<b>Budget</b>	Business Official	Superintendent	Board of Education	
<b>Classroom Procedures</b>	Class/Course Teacher	Counselor, as applicable	Assistant Principal/ Building Principal	
<b>CEP - Community Eligibility Program</b>	Food Service Director	Business Administrator		
<b>Community Schools (Family Resources)</b>	Community School Coordinator, by building	Building Principal	MTSS Intervention Coordinator	

<b>Counseling</b>	Teacher or School Counselor	School Counselor, Social Worker, Psychologist	Building Principal	
<b>Employment Opportunities</b>	Website	District Office		
<b>Extracurricular and/or Club Activities</b>	Advisor of the Club	Assistant Principal or Building Principal		
<b>Facilities Usage</b>	Website Application - Building Usage Calendar	Facilities Director	Business Official	Superintendent
<b>Food Service</b>	Food Service Director	Business Administrator	Superintendent	
<b>Free/Reduced Meal Program</b>	Food Service Director	Building Secretary	Business Administrator	
<b>Health/Medical</b>	School Nurse	School Counselor or Building Principal	Building Principal	
<b>Home School</b>	District Office Secretary/Registrar	Assistant Superintendent for Instruction	Superintendent	
<b>Marauder Closet</b>	Community School Coordinator, by building	Building Principal	MTSS Intervention Coordinator	
<b>Marauder Pantry</b>	Community School Coordinator, by building	Building Principal	MTSS Intervention Coordinator	
<b>McKinney Vento/ Homelessness</b>	McKinney Vento/ Homeless Liaison	Business Administrator	Superintendent	
<b>ParentSquare</b>	Secretary to Superintendent	Network Coordinator		
<b>Registration</b>	Registrar	Counseling Secretary (MSHS) or ES Main Office Secretary (ES)	Building Principal	
<b>Residency</b>	Registrar	District Office Secretary	Superintendent	
<b>Safety</b>	Building Principal or SRO	Superintendent		
<b>Scholarships</b>	Counseling Department	Principal		
<b>Schooltool</b>	Counseling Department	Dawn Everhart	Network Coordinator	
<b>Special Education</b>	Teacher/Case Manager	Counselor	Director of Pupil Personnel Services	Assistant Superintendent for Instruction, Step 5 - Superintendent
<b>Technology</b>	Student Help Request	Network Coordinator		
<b>Transportation</b>	Transportation Secretary	Director of Transportation	Business Administrator	Superintendent
<b>District Website</b>	District Office	Superintendent		