

Romulus Central School District

Who do I contact with a question, concern, or compliment?



Communication Protocol

Families/Community Members- Who do I contact with a question, concern, or compliment?					
	Step 1	Step 2	Step 3	Step 4	<p style="text-align: center;">About this guide</p> <p>We want to address your questions and concerns quickly and effectively.</p> <p>The Romulus Central 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 while also providing an opportunity to share compliments. 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 here. The district encourages any and all questions from parents and residents regarding school matters.</p> <p>If your issue has not been resolved after following all of the appropriate steps in the communication</p>
Academics					
Student Progress (Online Access: School Tool)	Classroom or Subject Teacher	School Counselor	Building Principal	Assistant Superintendent for Curriculum and Instruction	
Schedules/Placement	HS/MS -School Counselor Elementary-Principal	Building Principal	Assistant Superintendent for Curriculum and Instruction		
Classroom Procedures	Teacher	Building Principal	Assistant Superintendent for Curriculum and Instruction		
Curriculum and Instruction	Classroom or Subject Teacher	Building Principal	Assistant Superintendent for Curriculum and Instruction		
Athletics	Student Athlete to Coach	Parent to Coach	Parent to Director of Athletics	Parent to Superintendent	
Student Behavior	Classroom or Subject Teacher	Building Principal	504/IEP- Director of Pupil and Personnel Services Assistant Superintendent for Curriculum and Instruction	Superintendent	
School Safety and Educational Climate	Building Principal	School Resource Officer	Superintendent		
Dignity for All Students Act	Classroom or Subject Teacher	Building Principal and	Assistant Superintendent	Superintendent	

		DASA Coordinator	for Curriculum and Instruction		<p>protocol, the district office secretary can assist you in contacting the Superintendent's Office, and, if still unresolved, the Board of Education.</p> <p>District Clerk: 607-869-5391 ext. 399</p>
Social/Emotional	Counselor/ School Social Worker	School Psychologist	Director of Pupil and Personnel Services	Superintendent	
Budget/Financial	Building Principal	District Treasurer	Superintendent		
Extra-Curricular Activities	Classroom or Subject Teacher	Club Advisor	Building Principal	Superintendent	
Medical Concerns	School Nurse	Building Principal	Director of Pupil and Personnel Services	Superintendent	
District Policies	Building Principal	Board Clerk	Assistant Superintendent for Curriculum and Instruction	Superintendent	
Special Education	Special Education/ Consultant Teacher	Building Principal	Director of Pupil and Personnel Services	Superintendent	
Transportation	Driver	Transportation Secretary	District Treasurer	Superintendent	
Building/Facility Use	Building Principal/ Athletic Director	Head Maintenance Mechanic	District Treasurer	Superintendent	
Buildings/Grounds	Building Principal	Head Maintenance Mechanic	District Treasurer	Superintendent	
Safety and Security	Building Principal	Head Maintenance Mechanic	School Resource Officer	Superintendent	
Food Service	Head Cook/Manager	Building Principal	District Treasurer	Superintendent	

Faculty and Staff with internal questions, concerns, or compliments?				
	Step 1	Step 2	Step 3	Step 4
Someone who works within the District and has a question, concern, or compliment that is not related to their own child, as a student.	Supervisor	Administrator	Superintendent	Union

Contact Information

Administration
Main Number: 607-869-5391

<u>Name</u>	<u>Extension #</u>
Superintendent of Schools Mrs. Jenn Hayden	330
Assistant Superintendent for Curriculum and Instruction Mrs. Jennifer Bartlett-Prati	172
Director of Pupil and Personnel Services Mrs. Kathy Stuck	314
District Treasurer Mr. Ed Ninestine	409
Building Principal Mr. Daniel Doore	342
Head Maintenance Mechanic Mr. Ed Oldfield	180
Transportation Secretary Mrs. Pam McDonald	310
Head Cook/Manager Mrs. Kelly Updyke	326
Athletic Director Mr. Paul Matthey	320
School Resource Officer Officer Grace Lipker	399
District Clerk Mrs. Suzy Nicholson	399