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. Kate Caporusso, Assistant Superintendent for Curriculum, Instruction, & Personnel; if not resolved...
Step 4: Dr. Cynthia Seniuk, Superintendent of Schools

EMPLOYMENT AND CERTIFICATION
Step 1: Ms. Kate Caporusso, 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. Kate Caporusso, 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. Kate Caporusso, 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. Kate Caporusso, 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. Kate Caporusso, 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: Ms. Marie Donnelly, Assistant Superintendent for Business and Operations; if not resolved…
Step 3: Dr. Cynthia Seniuk, Superintendent of Schools