

QUESTIONS OR CONCERNS?



Parents/Guardians often wonder where to turn with a question or a concern regarding their child or other school issues. Starting “too high up the ladder” often requires information backtracking and can leave valuable allies out of the loop

Here are some handy guidelines to use:

- 1** Start with your child’s **Teacher**. They are in the best position to address classroom-related issues. If the problem is outside the teacher’s area of expertise or control, the teacher will refer you to the right person.
- 2** Go next to the **Guidance Team** at your school. Whether it’s an emotional or academic issue, this team will work with you to resolve your problem or refer you to the right person
- 3** After a Teacher and the Guidance team, contact your school’s **Assistant Principal** (if there is one) or, if not, contact the **Principal** who usually will be able to resolve your problem or refer you to the right person.
- 4** You might be referred to a member of the **Southern Lehigh School District Administration**. You may consult our list of administrative departments to determine who should be the most appropriate person to contact, depending on the nature of your inquiry.

Classroom Teacher

School Counselor

**School Administration
Assistant Principal & Principal**

Administrative Department

- Business Office
- Facilities
- Human Resources
- Technology
- Teaching & Learning
- Special Education and Student services

**Office of the
Superintendent**



Still cannot resolve your problem through the above channels?

- 5** Contact the **Office of the Superintendent**

If your questions involves taxes, check first with your municipal Tax Collector. If your problem concerning school taxes cannot be resolved there, contact the Southern Lehigh School District Business Office. If you still need help, contact the Office of the Superintendent.

