



WCS CHAIN OF CONTACT FOR FAMILIES

THE WILLIAMSON CENTRAL SCHOOL DISTRICT REMAINS COMMITTED TO OPEN, RESPECTFUL, AND PRODUCTIVE COMMUNICATION. TO SUPPORT THIS, WE ASK ALL FAMILIES AND COMMUNITY MEMBERS TO FOLLOW THE DISTRICT'S CHAIN OF CONTACT WHEN QUESTIONS OR CONCERNS ARISE. BEGINNING WITH THE STAFF MEMBER MOST DIRECTLY INVOLVED ALLOWS ISSUES TO BE ADDRESSED PROMPTLY AND WITH THE MOST ACCURATE INFORMATION.

IF A CONCERN IS NOT RESOLVED AFTER WORKING THROUGH EACH STEP OF THE CHAIN OF CONTACT, INDIVIDUALS MAY THEN BRING THE MATTER FORWARD TO THE BOARD OF EDUCATION. THE BOARD'S ROLE IS TO ADDRESS ISSUES THAT HAVE EXHAUSTED THE ESTABLISHED COMMUNICATION PROCESS AND THAT CANNOT BE RESOLVED AT THE SCHOOL OR DISTRICT LEVEL.

USING THE CHAIN OF CONTACT HELPS ENSURE EFFECTIVE PROBLEM-SOLVING, SUPPORTS POSITIVE RELATIONSHIPS, AND MAINTAINS CLEAR COMMUNICATION ACROSS OUR SCHOOL COMMUNITY. WE APPRECIATE YOUR PARTNERSHIP IN FOLLOWING THESE STEPS IN ALL CIRCUMSTANCES.

Williamson Central School District Chain of Contact				
Question/Concern	Step 1	Step 2	Step 3	Step 4
Academics				
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
Attendance				
Absences	Attendance Clerk	School Nurse		
Early Dismissal/ Late Arrival	Attendance Clerk	School Nurse	Building Secretary	
Illness Concern	See Health / Medical			
Athletics	Coach	Athletic Director	MS/HS Principal	Superintendent
Behavior on Campus	Class/Course Teacher	Counselor	Assistant Principal/ Building Principal	Superintendent

Behavior on the Bus	Transportation Director	Assistant Principal/ Building Principal	Superintendent	
Board of Education Policy	District Clerk	Superintendent	Board of Education	
Budget	Business Official	Superintendent	Board of Education	
Classroom Procedures	Class/Course Teacher	Counselor, as applicable	Assistant Principal/ Building Principal	
CEP - Community Eligibility Program	Food Service Director	Business Administrator		
Community Schools (Family Resources)	Community School Coordinator, by building	Building Principal	MTSS Intervention Coordinator	
Counseling	Teacher or School Counselor	School Counselor, Social Worker, Psychologist	Building Principal	
Employment Opportunities	Website	District Office		
Extracurricular and/or Club Activities	Advisor of the Club	Assistant Principal or Building Principal		
Facilities Usage	Website Application - Building Usage Calendar	Facilities Director	Business Official	Superintendent
Food Service	Food Service Director	Business Administrator	Superintendent	
Free/Reduced Meal Program	Food Service Director	Building Secretary	Business Administrator	
Health/Medical	School Nurse	School Counselor or Building Principal	Building Principal	
Home School	District Office Secretary/Registrar	Assistant Superintendent for Instruction	Superintendent	
Marauder Closet	Community School Coordinator, by building	Building Principal	MTSS Intervention Coordinator	
Marauder Pantry	Community School Coordinator, by building	Building Principal	MTSS Intervention Coordinator	
McKinney Vento/ Homelessness	McKinney Vento/ Homeless Liaison	Business Administrator	Superintendent	
ParentSquare	Secretary to Superintendent	Network Coordinator		
Registration	Registrar	Counseling Secretary (MSHS) or ES Main Office Secretary (ES)	Building Principal	
Residency	Registrar	District Office Secretary	Superintendent	
Safety	Building Principal or SRO	Superintendent		
Scholarships	Counseling Department	Principal		
Schooltool	Counseling Department	Dawn Everhart	Network Coordinator	

Special Education	Teacher/Case Manager	Counselor	Director of Pupil Personnel Services	Assistant Superintendent for Instruction, Step 5 - Superintendent
Technology	Student Help Request	Network Coordinator		
Transportation	Transportation Secretary	Director of Transportation	Business Administrator	Superintendent
District Website	District Office	Superintendent		