

# Process for Concerns

## HOW TO EFFECTIVELY COMMUNICATE WITH STUDENT DISCIPLINE CONCERNS 9TH-12TH



WBSD understands that parents/families often have questions or concerns that need to be addressed. To prevent that frustration and obtain the most effective outcome, please follow the Chain of Communication sequence below, or visit [WBSD.org/parents/safeline-numbers](http://WBSD.org/parents/safeline-numbers)

Each situation should first be addressed at the level the initial action was taken, with appeals moving on to the next level in the Chain of Communication. The most effective method of communication is via email and telephone is the next preferable way.



Questions/Concerns Regarding your Child



Classroom Teacher

Clarification or Additional Questions/Concerns



Assistant Principal 9th-12th



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Teachers and classrooms cannot be contacted directly during school hours by telephone. Email addresses can be found online at [WBSD.org/Directory](http://WBSD.org/Directory) or by using the convention [firstname.lastname@wbsd.org](mailto:firstname.lastname@wbsd.org)

If your questions/concerns have not been satisfied after contacting the Classroom Teacher and Assistant Principal, please contact the Principal. For general information, please call School/Community Relations at the Administration Building at 248.865.6454

### School/Buildings

West Bloomfield Preschool Academy	248.865.6466
Doherty Elementary School	248.865.6020
Gretchko Elementary School	248.865.6571
Scotch Elementary School	248.865.3280
Sheiko Elementary School	248.865.6370
West Bloomfield Middle School	248.865.4480
West Bloomfield High School	248.865.6720
Oakland Early College	248.522.3541
Laker Opportunity Center	248.522.3542

### Departments

Athletics	Nutrition Services
Community Education	Special Education
Facilities/Grounds/Buildings	Student Discipline
Learning Services	Transportation

If you feel that your questions or concerns have not been adequately addressed after contacting all of the appropriate school representatives, please contact the Assistant Superintendent of School Admin.

**STEP-BY-STEP  
Resolution  
Walkthrough**



[WBSD.org/parents/safeline-numbers](http://WBSD.org/parents/safeline-numbers)