

WHOM SHOULD I CONTACT?

A Parent's Guide to Getting the Right Help

WHAT IS YOUR CONCERN ABOUT?

Choose the category that best fits your concern.

STUDENT LIFE • LEARNING • FACULTY

Overseen by the PRINCIPAL

OPERATIONS • ADMINISTRATION • SERVICES

Overseen by the PRESIDENT

HAVE A QUESTION, CONCERN, OR NEED ASSISTANCE? PLEASE START AT THE LOWEST APPROPRIATE LEVEL. IF A RESOLUTION CANNOT BE ACHIEVED, ELEVATE TO PRESIDENT OR PRINCIPAL BASED ON THE CONCERN.

 Curriculum & Learning Instruction, assignments, academic progress, testing, homework	Teacher Principal	 Tuition / Billing Tuition, billing, financial accounts	Finance President
 Discipline Behavior, consequences, student conduct	Teacher Principal	 Admissions, enrollment, records, process	Enrollment Director President
 Teacher Concerns Questions or concerns involving a teacher or teaching assistant	Teacher Principal	 Communications Emails, website, newsletter, app, alerts, social media	Marketing/Comm Director President
 Student-Related Peer, social, emotional, or other student concerns	Teacher Principal	 Fundraising Donations, sponsorships, annual giving, giving events	Advancement Director President
 Classroom-Related Classroom environment, materials, activities	Teacher Principal	 Bus / Transportation Bus behavior, routes, bus stops, other questions or concerns	President
 Before & After Care Care program, billing, attendance	Prog Director Principal	 Building Maintenance Facilities, repairs, maintenance	President
 Nurse / Health Illness, injury, medication, health-related issues	Nurse Principal	 Safety & Security Emergency protocols, physical security questions or concerns	President
 HSA Events, volunteers, HSA questions	HSA Pres Principal	Principal: Joseph Fanning 301.447.3161 joseph.fanning@mothersetonschool.org President: Kathleen Kilty, PhD 301.447.3161 kkilty@mothersetonschool.org Staff & faculty directory can be found on our website	
 Cafeteria Menu, LunchTime App, dietary concerns or questions	Principal		
 Uniforms Dress code, policies, purchasing, other concerns	Principal		