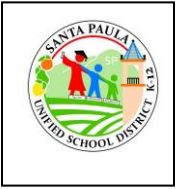


## WHO TO CONTACT IF YOU HAVE A QUESTION/ISSUE CONCERNING YOUR CHILD AT SCHOOL



We are committed to addressing each issue in a timely matter and resolving each incident in the best interest of your family and the District. Although calling the Superintendent or Assistant Superintendents may seem like the best and quickest way to address your issue, please be advised that those individuals will refer your case to the appropriate department for resolution. Thank you for following the outlined procedures listed below, as they will assist in a timely resolution.

### Step 1

Your first point of contact should always be your child's teacher. He/she is a tremendous resource for helping you and our student resolve an issues that might arise.

### Step 2

If you feel that your concern has not been addressed to your satisfaction, please make an appointment to meet with the principal. Our expectation is that the principal will work closely with you and the support staff needed to solve the issue. The principal is in a position to bring additional resources, support, and perspectives that are critical towards coming to a common understanding and solution. This step is critical and necessary before District Level personnel will become involved in the situation.

### Step 3

If you feel the solution is not in the best interest of everyone involved and deserves further input, you should refer to the corresponding matrix below.

<p><b>Curriculum, Instruction &amp; Assessment</b></p> <p>Textbooks Grades Homework Transfers</p> <p>Please call Ms. Christine Schieferle Asst. Supt. 933-8804</p>	<p><b>Special Education</b></p> <p>Assessment Placement</p> <p>Please call Mrs. Frida Friend Exec. Director 933-8836</p>	<p><b>Student Services Discipline</b></p> <p>SARB Expulsions Suspensions</p> <p>Please call Mrs. Frida Friend Exec. Director 933-8836</p>	<p><b>Business Services</b></p> <p>Payroll Accounting</p> <p>Please call Mrs. Mary Anne McNeil Director 933-8819</p>	<p><b>Special Projects</b></p> <p>Migrant Homeless</p> <p>Please call Mr. Antonio Gaitan Director 933-4400 x 9024</p>
<p><b>Child Nutrition</b></p> <p>Menus Lunch Nutrition</p> <p>Please call Mr. Jeremy Schoengart Director 933-8817</p>	<p><b>Facilities &amp; Safety</b></p> <p>Facilities Playgrounds Restrooms</p> <p>Please call Mr. Mike Bramlette Director 933-5602</p>	<p><b>ASPIRE</b></p> <p>After School Program</p> <p>Please call Mrs. Emma Posadas Coordinator 933-8836</p>	<p><b>Human Resources Teaching</b></p> <p>Ms. Barbara Orisio Director 933-8818</p> <p><b>Non-Teaching</b></p> <p>Ms. Tommie Sanchez-Reyes Director 933-8810</p>	<p><b>Fraud Hotline</b></p> <p>1-877-698-4848</p> <p>www. Safetoreport.com</p> <p>Access code SP8</p>