

## WHO SHOULD YOU CALL 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 they 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 follow the corresponding matrix.

<b>Curriculum, Instruction &amp; Assessment</b>  Textbooks Grades Homework Transfers  Please call Christine Schieferle Asst. Supt. 933-8804	<b>Special Education</b>  Assessment Placement  Please call Katherine Aguirre Exec. Director 933-8836	<b>Student Services Discipline</b>  SARB Expulsions Suspensions  Please call Katherine Aguirre Exec. Director 933-8836	<b>Business Services</b>  Payroll Accounting  Please call Lori Toms Director, Budget & Finance 933-8822	<b>State &amp; Federal Projects</b>  Migrant Homeless  Please call Gina Ramirez Director, State & Federal Projects 933-8878
<b>Child Nutrition</b> Menus Lunch Nutrition  Please call Suzanne Stamp Director 933-8817	<b>Facilities &amp; Safety</b> Facilities Playgrounds Restrooms  Please call Jeff Argend Safety Manager 933-8829	<b>ASPIRE</b>  After School Program  Please call Ana Esse Coordinator 933-8816	<b>Human Resources</b> Teaching Dr. Victor Torres Exec. Director 933-8818  Non-Teaching Tommie Sanchez-Reyes Exec. Director 933-8810	<b>Fraud Hotline</b>  1-877-698-4848  www. Safetoreport.com  Access code SP8

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