

Classroom Issues Involving an Individual Child

(classroom procedures, behavior, grades, schedule, etc.)

OR

Curriculum and Instruction

Administration (subject matter being taught, teaching strategies, textbooks and materials used, etc.)

For Preschool-Kindergarten:

STEP 1 – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...

STEP 2 – Early Childhood Director; if not resolved...

STEP 3 – Assistant Superintendent

STEP 4 – Superintendent of Schools

For Grades 1-3:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...

STEP 1b – If appropriate – School Guidance Counselor or Psychologist; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Superintendent of Schools

For Grades 4-5:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...

STEP 1b – If appropriate – School Guidance Counselor or Psychologist; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Superintendent of Schools

(Preschool-5) Issues & Questions:

Coordinator of ELA – Woburn Street School

Coordinator of Mathematics – West Intermediate

Grades 6-12:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...

STEP 1b – If appropriate, School Guidance Counselor or Psychologist

504 Plans:

STEP 1 – Classroom Teacher

STEP 2 – Designated Building 504 Coordinator

STEP 3 – Building Administrator

STEP 4 – District 504 Coordinator

STEP 5 – Superintendent of Schools

Special Education**Preschool-Kindergarten:**

STEP 1 – Teacher, Special Education Teacher, Related Services Provider; if not resolved...

STEP 2 – Head Teacher; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Team Chairperson; if not resolved...

STEP 5 – Administrator of Special Education; if not resolved...

STEP 6 – Superintendent of Schools

For Grades 1-3:

STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Team Chairperson; if not resolved...

STEP 4 – Administrator of Special Education; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 4-5:

STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Team Chairperson; if not resolved...

STEP 4 – Administrator of Special Education; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 6-12:

STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved...

STEP 2 – Liaison; if not resolved...

STEP 3 – Special Education Curriculum Team Leader; if not resolved...

STEP 4 – Building Administrator; if not resolved

Medical Concerns

STEP 1 – School Nurse; if not resolved...

STEP 2 – Nurse Leader; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Director of Student Support Services; if not resolved...

STEP 5 – Superintendent of Schools

Guidance Department**For Grades 6-12:**

STEP 1 – Guidance Counselor; if not resolved...

STEP 2 – Guidance Curriculum Team Leader; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Assistant Superintendent of Schools; if not resolved...

STEP 5 – Superintendent of Schools

Transportation

STEP 1 – Bus Incidents: Building Administrator

STEP 2 – Bus Safety, Pick Up, and Drop Off Questions:

Transportation Coordinator; if not resolved...

STEP 3 – Director of Finance & Administration; if not resolved...

STEP 4 – Superintendent of Schools

Athletics**For Grades 9-12:**

STEP 1 – Coach; if not resolved...

STEP 2 – Athletic Director; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Assistant

Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

C.A.R.E.S.**For Grades K-5:**

STEP 1 – Site Coordinator; if not resolved...

STEP 2 – Director of C.A.R.E.S.; if not resolved...

STEP 3 – Director of Finance & Administration; if not resolved...

STEP 4 – Superintendent of Schools

STEP 2 – Curriculum Team
Leader/Liaison
STEP 3 – Building Administrator
STEP 4 – Assistant
Superintendent of Schools
STEP 5 – Superintendent of
Schools

STEP 5 – Assistant
Superintendent; if not resolved...
STEP 6 – Superintendent of
Schools

Food Service

STEP 1 – Food Service Manager at
School; if not resolved...
STEP 2 – Administrator of Food
Services; if not resolved...
STEP 3 – Director of Finance &
Administration; if not resolved...
STEP 4 – Superintendent of
Schools