

Procedure

FILE: KE

If school related issues are not resolved at the school level, parents/guardians may take the following steps:

1. If a problem arises at the school level or at the individual pupil level that cannot be resolved, by the teacher or school principal, please contact the Office of Instruction and School Leadership for the particular school:

The School Managers are:

Dr. Mary Meade-Montaque	Secondary / Alternative Schools	508-799-3264
TBD	Elementary Schools	508-799-3221
Marie Morse	Elementary Schools	508-799-3221

2. The School Managers have authority to resolve school based concerns. However, if the situation cannot be resolved at the manager's level parents/guardians may contact the Deputy Superintendent, Susan O'Neil at 508- 799-3018.
3. If further discussion is necessary, Maureen Binienda, Superintendent of Schools, may be contacted at 508-799-3115.
4. If the situation is not resolved at the Superintendent's level, a parent/guardian may submit a petition to the School Committee through Dr. Helen Friel, Assistant to the Superintendent/Clerk of the School Committee at 508-799-3032.