

## **MAUMEE CITY SCHOOLS**

### **Guidance on How to Effectively Communicate with School Staff**

#### **Office of the Superintendent**

Parents can become discouraged when they attempt to communicate with central office administrators and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about where to begin the communication sequence regarding their problem or concern or the "chain of command".

Many parent and community questions are easily and completely answered by communicating directly with the person in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via a phone call and email is the next preferable way. Contact information such as e-mail addresses and phone numbers can be found on the district website.

#### 1. On Matters Involving Student Discipline / Bullying

- a. Classroom Teacher
- b. Principal
- c. Superintendent
- d. Board of Education

#### 2. On Matters Involving Classroom Instruction / Curriculum

- a. Classroom Teacher
- b. Principal
- c. Director of Curriculum or Director of Student Services
- d. Superintendent
- e. Board of Education

#### 3. On Matters Involving Athletics

- a. Coach
- b. Athletic Director
- c. Principal
- d. Superintendent

e. Board of Education

4. On Matters Involving Facilities/Grounds/Buildings

a. Principal

b. Supervisor of Facilities

c. Assistant Superintendent

d. Superintendent

e. Board of Education

5. On Matters Involving Transportation

a. Bus Driver

b. Transportation Director

c. Assistant Superintendent

d. Superintendent

e. Board of Education