



Whom Do I Call or E-Mail with a Question or Suggestion?

The district has established procedures to respond to questions and suggestions from parents and residents. The procedures start with the person closest to the situation, as it is that person who will have the most information. Because situations sometimes require that additional staff become involved in the conversations, we have listed the major areas of interest, with those responsible for each area. We encourage all questions from parents and residents concerning school matters. Please note that the Superintendent of Schools, and the Assistant Superintendents can be reached at 486-4460. Phone numbers for other Central Office personnel are listed where appropriate.

Classroom Issues Involving an Individual Child

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

Step 1: **Classroom Teacher**

Step 2: **School Counselor** (Middle & High School only)

Step 3: **Assistant/House Principal** (Middle & High School only)

Step 4: **Building Principal**

Step 5: **Scott Wood**, Interim Assistant Superintendent for Curriculum and Instruction

Step 6: **Larry Licopoli**, Interim Superintendent

School Incidents

(fights, bullying, threats at school or on the bus)

Step 1: **Assistant Principal** (Middle & High School only)

Step 2: **House Principal** (High School Only)

Step 3: **Principal**

Step 4: **Larry Licopoli**, Interim Superintendent

Curriculum, Instruction, Assessment Questions

(subject matter being taught, textbooks & materials being used, etc.)

Step 1: **Classroom Teacher**

Step 2: **Department Coordinator** (High School only)

Step 3: **Building Principal**

Step 4: **Dana Brown**, Director of English Language Arts and Social Studies OR **Dawn Galente**, Director of Math, Science, and Engineering

Step 5: **Scott Wood**, Interim Assistant Superintendent for Curriculum and Instruction

Step 6: **Larry Licopoli**, Interim Superintendent

Transportation Concerns/Questions

(pickup, route problems, bus stop concerns)

Step 1: **Complete "Parent Concern Form"**

Step 2: **Transportation Staff** (486-4955)

Step 3: **Daniel McNamara**, Director of Transportation

Step 4: **Kevin Sheldon**, Assistant Superintendent for Business

Step 5: **Larry Licopoli**, Interim Superintendent

Special Education Concerns

Step 1: **Special Education Teacher or Related Service Provider**

Step 2: **School Counselor/School Psychologist** (Middle & High School Only)

Step 3: **Building Principal**

Step 4: **Special Education Supervisor** (486-4494)

Step 5: **Special Education Director** (486-4494)

Step 6: **Tina DeSa**, Assistant Superintendent for Pupil Personnel Services

Step 7: **Larry Licopoli**, Interim Superintendent

Medical Concerns

Step 1: **School Nurse**

Step 2: **House Principal** (High School Only)

Step 3: **Building Principal**

Step 4: **Tina DeSa**, Assistant Superintendent for Pupil Personnel Services

Step 5: **Larry Licopoli**, Interim Superintendent

Budget Concerns/Questions

Step 1: Email Keycommunicator@acsdny.org

Step 2: **Kevin Sheldon**, Assistant Superintendent for Business

Step 3: **Larry Licopoli**, Interim Superintendent

Building Use Requests

Step 1: **Loretta Bisson**, Scheduler (486-4460).

Step 2: **Kevin Sheldon**, Assistant Superintendent for Business

Step 3: **Larry Licopoli**, Interim Superintendent

Facilities/Maintenance Concerns

Step 1: **John Wilson**, Director of Operations & Facilities

Step 2: **Kevin Sheldon**, Assistant Superintendent for Business

Step 3: **Larry Licopoli**, Interim Superintendent

Athletic Concerns

Step 1: **Coach**

Step 2: **Michael Cring**, Athletic Director (486-4860)

Step 3: **Building Principal**

Step 4: **Larry Licopoli**, Interim Superintendent

Other After-School Activities

Step 1: **Activity Advisor**

Step 2: **House Principal** (High School Only)

Step 3: **Building Principal**

Step 4: **Larry Licopoli**, Interim Superintendent

How to send an email:

Go to the district website at www.arlingtonschools.org and click on staff directory for an email directory of Central Office staff. School directories are available at each school website.