

Ladder of Communication

The first stop for most inquiries regarding your child are with his/her classroom teacher. If you are unsure whether an issue you have should be brought to the Principal, or if you feel escalation is needed, please email the Parent Coordinator for assistance. (See staff contact list for contact information.)

Concern	Who you should contact
Your child's academic progress	Your child's classroom teacher or enrichment teacher
Social concerns in the classroom	1. Your child's classroom teacher 2. Guidance Counselor
Classroom Academic Activities	Your child's classroom teacher
Classroom Social Activities	Your child's class parent
General school questions	Parent Coordinator
IEP/Special Education questions	1. Special Education liaison 2. School Psychologist 3. Principal
Questions about the After-School Program	After-School Site Director
Questions about the School Bus or MetroCard	School Secretary or Parent Coordinator
Questions about School Lunch	School Secretary or Parent Coordinator
Questions about your child's attendance record	School Secretary
Change in Dismissal Instructions from school – temporary (one-time)	Note backpacked to your child's classroom teacher
Change in Dismissal Instructions from school (on-going)	Note backpacked to your child's classroom teacher <i>and</i> change must be made to Blue Card in Main Office.
Changes in dismissal from After School	Manhattan Youth Site Director
Questions about School bus or MetroCard	School Secretary or Parent Coordinator
PTA questions (fundraising, events)	PTA Executive Board
Foreign Language Translation	Parent Coordinator
Recommendation for private evaluations/therapies, tutors	1.Guidance Counselor 2.Principal
Questions about registration/forms	1.School Secretary 2.Parent Coordinator
504 Forms, medication	School nurse
Sick Notes/Emails	Classroom teacher <i>and</i> School Secretary
School Issues other than listed above	Parent Coordinator