



WHAT IS THE PROPER PROCEDURE PARENTS AND COMMUNITY MEMBERS SHOULD FOLLOW REGARDING

THE CHAIN OF COMMUNICATION



We strive to maintain clear channels of communication when there are questions or concerns about the Parma City Schools. We want to address your concerns quickly and accurately. To that end, we ask you to follow the proper chain of communication when contacting the schools. We hope that by following this procedure, you will get a prompt response to your concern.

QUESTIONS/CONCERNS

Regarding your child or Classroom Instruction



CONTACT THE TEACHER AT YOUR CHILD'S SCHOOL

FOR CLARIFICATION or for Additional Questions/Concerns regarding school matters



CONTACT THE PRINCIPAL AT YOUR CHILD'S SCHOOL TO CONTACT
YOUR CHILD'S TEACHER
OR BUILDIING PRINCIPAL,
PLEASE CALL THE SCHOOL
TO SCHEDULE EITHER
A PERSONAL MEETING OR
TELEPHONE CONFERENCE.

IF YOUR QUESTIONS/CONCERNS HAVE NOT BEEN SATISFIED after contacting the teacher and the principal, the next step would be to contact the representative of the appropriate department for additional information. (See list of Departments and Phone Numbers below.)



TRANSPORTATION	CURRICULUM &	NUTRITION SERVICES
885-2326	INSTRUCTION	843-1304
	885-8316	
HUMAN RESOURCES	STUDENT SERVICES	ATHLETICS
885-8779	885-8794	885-8318
FINANCIAL	BUSINESS OPERATIONS	GENERAL INFORMATION
885-2324	(BUILDINGS/GROUNDS)	842-5300
	885-8338	

If your questions or concerns still have not been adequately addressed after contacting <u>all</u> appropriate school representatives and administrators, as a final measure contact the Superintendent.

SAFETY & SECURITY TECHNOLOGY SPECIAL EDUCATION 885-2496 885-8392 885-8788



SUPERINTENDENT 885-8337



BOARD OF EDUCATION CONTACT: 885-2324