



How to Effectively Communicate with School Officials *Trotwood-Madison City Schools Office of the Superintendent*

Parent and community questions are easily and completely answered by communicating directly with the educator 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 e-mail, and a phone call is the next preferable way. Contact information such as e-mail addresses and phone numbers can be found on the district website at www.trotwood.k12.oh.us

On matters **Involving Curriculum & Instruction**

- a) Classroom Teacher
- b) Principal
- c) Director of Curriculum & Instruction or State & Federal Programs
- d) Superintendent
- e) Board of Education

On matters **Involving Athletics**

- a) Coach
- b) Physical Development & Athletic Director
- c) Dean of Athletic & Career Readiness
- d) Principal
- e) Superintendent
- f) Board of Education

On matters **Involving Student Discipline**

- a) Classroom Teacher
- b) Dean of Students
- c) Assistant Principal
- d) Principal
- e) Director of **Equity & Access**
- f) Superintendent
- g) Board of Education

On matters **Involving Facilities/Grounds/Buildings/Food Service**

- a) Principal
- b) Director of Operations
- c) Superintendent
- d) Board of Education

On matters **Involving Transportation**

For Discipline

Bus Driver
Transportation Supervisor
Dean of Students
Principal
Director of Operations

For Routes

Transportation Supervisor
Director of Operations
Superintendent
Board of Education

Who to call when....

To resolve matters related to classroom management, instruction, student or teacher conduct contact **Classroom Teacher**

To resolve matters related to school goals; procedures and policies; staff performance; student services; student discipline; instructional programs; co-curricular and extracurricular activities; technology contact **Dean of Students, Assistant Principal/Principal**

To resolve matters related to technology; transportation; facility management and usage; and the instructional programs of the district, including curricular offerings contact **Director of Operations**

To resolve matters related to special education; gifted education; English as Second Language (ESL) services; preschool program and the instructional programs of the district, including curricular offerings contact **Director of Equity, Access & Inclusion**

To review matters from other levels; policy amendments and additions; community relations; performance of building principals; district goal setting federal programs; Education Management Information System (EMIS) and other district-wide concerns contact **Superintendent of Schools**; To discuss district finances contact **Treasurer**

To resolve matters that has passed through all preceding levels contact **Board of Education**