

# Fair Haven Public Schools Chain of Command:

This document is designed to offer you the most effective path to resolving any issue you may encounter with your child's educational experience. Please follow these important steps in our staff hierarchy to ensure your concern is handled in an efficient manner.



# On matters involving instruction at your child's school (Grade Level Specific):

- 1. Classroom Teacher (for all grades prek-8)
- 2. Case Manager if your child has an IEP
- 3. Assigned Grade Level Administrator:
  - a. Grades Prek 2nd: Mrs. Marilyn Schwartz
  - b. Grades 3rd 5th: Ms. Cheryl Romano
  - c. Grades 6th 8th: Ms. Amy Romano
- 4. Superintendent

## On matters involving student discipline at your child's school (All Grades):

- 1. Classroom Teacher
- 2. Case Manager if your child has an IEP
- 3. Assistant Principal (Knollwood Only)
- 4. Principal
- 5. Superintendent

### On matters involving student social, emotional, behavioral concerns (All Grades):

- 1. School Counselor or Case Manager if your child has an IEP
- 2. Principal
- 3. <u>Director of Student & Special Services</u>
- 4. Superintendent

# On matters involving IEP and Special Education services (Grade Level Specific):

- 1. Case Manager
- 2. Director of Student & Special Services
- 3. Assigned Grade Level Administrator:
  - a. Grades Prek 2nd: Mrs. Marilyn Schwartz
  - b. Grades 3rd 5th: Ms. Cheryl Romano
  - c. Grades 6th 8th: Ms. Amy Romano
- 4. Superintendent

### On matters involving facilities or buildings & grounds:

- 1. Principal
- 2. Supervisor of Buildings & Grounds
- 3. Superintendent

### On matters involving school security:

- 1. Principal
- 2. Superintendent

### On matters involving athletics or extracurriculars:

- 1. Coach/Advisor
- 2. Assistant Principal (Only applies to Knollwood School)
- 3. Principal
- 4. Superintendent

#### **Mission Statement**