

## Questions or Concerns?

### PLEASE USE THE FOLLOWING PROCESS:

**Step 1** Contact a teacher or staff member most closely associated with the issue. At the secondary level, concerns and questions may also be directed to the school counselors.

**Step 2** If unresolved... Contact the Building Principal or Assistant Principal. IEP concerns may also be directed to the Director or Assistant Director of Special Education.

**Step 3** If unresolved... Contact the Superintendent, Ms. Hainrihar. If you are not sure who to contact, your call will be directed to an appropriate staff member.

## Problem Solving Process

### *Set the Tone*

- Decide if you want to solve the issue.
- Agree to ground Rules:
  - (1) Listen without interrupting,
  - (2) Don't blame or use put downs, and
  - (3) Be honest in your discussions

### *Listen and Define the Concern*

- What is your concern?
- Where did you get your information?
- Is the information accurate?
- Is it covered in the school handbook?

### *Identify the Solutions*

- Each person is to suggest at least one solution to the problem.
- Evaluate each possible solution:
  1. Can all parties agree with the solution?
  2. Is everyone committed to working on the suggested solution?
  3. Will the solution work now and in the future?
  4. Is everyone willing to share equal responsibility for making the solution work?
  5. Does the solution tell who, when and how?
- Decide which solution is good for all parties involved

# Southgate Schools

*Learning for Life*

## *A Parent's Guide For*

## Communicating CONCERNS

14600 Dix Toledo  
Southgate, MI 48195  
734-246-4600

## What To Do When there is a Problem at School

**Raise the issue by** writing, telephoning, emailing or visiting **your child's school and involving those closest to the source of the problem.**

Concern and  
Person to Contact

**CLASSROOM RULES/PROCEDURES**  
\*Teacher

**SCHOOL RULES/PROCEDURES**  
\*Assistant Principal

**ACADEMIC**  
\*Classroom teacher, special education teacher, counselor, assistant principal

**SOCIAL**  
\*Classroom teacher, special education teacher, counselor, assistant principal

**HEALTH**  
\*Classroom teacher, counselor, social worker

**SPECIAL EDUCATION**  
\*Teacher, case coordinator, counselor, social worker, principal, Special Education Director

**TRANSPORTATION**  
\*Bus driver or Program Transportation Contact

**NON-CLASSROOM ISSUES**\*Principal or supervisor for area of concern

## School & Department Directory

### ALLEN ELEMENTARY

Renne' Chilson, Principal (734)-246-4644

### FORDLINE ELEMENTARY

Andrea Schiappacasse, Principal  
(734)-246-4640

### GROGAN ELEMENTARY

Robert Wolsek, Principal (734)-246-4642

### SHELTERS ELEMENTARY

Sinder Gundick, Principal (734)-246-4631

### DAVIDSON MIDDLE SCHOOL

Dennis Kemp, Principal (734)-246-4628

### BEACON CENTER

Jennifer Hill, Principal (313)-551-2790  
Matthew Lucas, Asst. Principal

### ASHER ADULT & COMMUNITY EDUCATION

Mark Carter, Director (734)-246-4633

### ANDERSON HIGH SCHOOL

Dr. Michelle Baker-Herring, Principal  
(734)-246-4611

Jason Martin, Asst. Principal/CTE  
Coordinator  
David Pinkowski, Asst. Principal/Athletic  
Director

### SPECIAL EDUCATION

Kelly Thomas, Supervisor  
Wanda Alvarado, Asst. Supervisor  
(734) 246-4619

### FOOD SERVICES

Dan Connor, Supervisor  
(734) 282-2879

### BLDGS & GROUNDS

Nate Lay, Supervisor  
(734) 246-4600 ext. 6214

## Central Administration

Leslie Hainrihar  
Superintendent of Schools  
(734)-246-4600 ext. 6208

Jill Pastor  
Director of Curriculum  
(734) 282-2861 ext. 9916

Mary Hildebrandt  
Director of Human Resources  
(734)-246-4600 ext. 6229

Theresa McLachlan  
Business Manager  
(734)-246-4600 ext. 6200

