

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

