

WICKLIFFE CITY SCHOOLS

LEARN. LEAD. SERVE

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Superintendent: Joseph Spiccia

Treasurer: Susan M. Haffey

Board of Education: Carl Marine, Donald J. Marn, Jackie Sheridan, Daniel J. Thomeier, Gail Willis

COMMUNICATION

The Wickliffe City Schools offer several methods to ensure effective and efficient communication between parents and teachers. Parents should ensure that the office has updated address, telephone, and email contact information. Parents may contact teachers via email or contact the school's main office to leave a message for a specific teacher or team. Please allow 24 hours for a teacher to respond to your communication. District employees are bound by Board of Education Policy and state law and are limited in the amount of information that can be provided to non-parents/non-legal guardians.

COMMUNICATION PROCEDURES

During the course of the school year problems, questions, and concerns will arise. To help ensure that these issues are resolved as effectively and efficiently as possible, the Wickliffe City Schools enforce the following communication hierarchy:

1. Parents should first contact the specific faculty/staff member or coach and allow that individual to address and resolve the issue.
2. In the event that the issue is not resolved, the parent may contact the assistant principal, school counselor, or athletic director for aid in addressing and resolving the concern.
3. The parent may contact the principal to address the issue if the first two steps do not result in a resolution to the issue. The principal may require a parent/staff member conference to address the issue.
4. The parent may contact the Superintendent in the event that steps 1-3 have not resulted in a resolution.



Generations of Pride