



# West Seneca CSD

website: [www.wscschools.org](http://www.wscschools.org)  
Facebook: @WestSenecaCSD  
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## CHAIN OF COMMUNICATION

### Whom Do I Contact?

The West Seneca Central School District's communication protocol helps to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The district encourages any and all questions from parents and residents regarding school matters.

#### Athletics

Step 1: Coach; if not resolved...  
Step 2: Director of Athletics, Physical Education and Health; if not resolved...  
Step 3: Assistant Superintendent for Educational Operations

#### Budget

Step 1: School Business Official

#### Student Matters

(Classroom procedure, behavior, ENL, special education, grades, schedule, etc.)

OR

#### Curriculum and Instruction

(Subject matter being taught, teaching strategies, textbooks, materials used, ENL and special education.)

For Grades Pre-K-12:

Step 1: Classroom Teacher; if not resolved...  
Step 2: Principal; if not resolved...  
Step 3: Assistant Superintendent for Educational Operations

#### Co-Curricular Programs

Step 1: Activity Adviser; if not resolved...  
Step 2: Principal; if not resolved...  
Step 3: Assistant Superintendent for Educational Operations

### School Counseling / Guidance

Step 1: School Counselor; if not resolved...  
Step 2: Principal; if not resolved...  
Step 3: Director of Pupil Personnel Services; if not resolved...  
Step 4: Assistant Superintendent of Exceptional Education

### Medical Concerns, Pre-K-12

Step 1: School Nurse, if not resolved...  
Step 2: Principal; if not resolved...  
Step 3: Director of Pupil Personnel Services; if not resolved...  
Step 4: Assistant Superintendent of Exceptional Education

### Registration and Residency

Step 1: Principal; if not resolved...  
Step 2: Director of Pupil Personnel Services; if not resolved...  
Step 3: Assistant Superintendent of Exceptional Education

### Transportation

(Pickup, route problems, etc.)  
Step 1: Transportation Department; if not resolved...  
Step 2: Assistant Superintendent for Administrative Operations

### Transportation Concerns - Other

(Behavior on school buses, etc.)  
For Grades Pre-K-12:  
Step 1: Principal  
Step 2: Assistant Superintendent for Educational Operations

If the chain of command has been exhausted, please contact the Superintendent of Schools.

If your issue has not been resolved after following all of the appropriate steps in the communication protocol, you may contact the Board of Education by sending a letter or attending a scheduled Board meeting.