

# ST. FRANCIS SCHOOL DISTRICT COMMUNICATION GUIDELINES

Effective communication is an expectation within the St. Francis School District.

In partnership with families and the broader community, the St. Francis School District offers guidelines to ensure communication that enables key stakeholders to share in a problem solving process.

## School Offices

District Office	747-3900
St. Francis High School	747-3600
Deer Creek Intermediate School	482-8400
Willow Glen Primary School	486-6300
Athletic Department	747-3601

## School Board Members

Robert G. Boknevitz, President	481-8521
Amanda J. Bednarski, Vice President	747-1075
Russell J. Iwanski, Treasurer	744-7989
Chris Finch, Clerk	744-0334
Susan Shafer, Member	628-6447

## PROCEDURAL STEPS

### STEP 1

1. Speak to the person directly involved. Discuss factually your concern.
2. Wait an appropriate length of time for a reply or to see changes or a different outcome.
3. If the reply, changes or outcome are to your satisfaction, please thank those responsible.
4. If the reply, changes or outcome are not satisfactory, please proceed to STEP 2.

### STEP 2

1. Speak with the person's immediate supervisor. Complete a parent concern/compliment form, providing as many FACTS as possible.
2. Wait an appropriate length of time for a reply or to see changes or a different outcome.
3. If the reply, changes or outcome are to your satisfaction, please thank those responsible.
4. If the reply, changes or outcome are not satisfactory, please proceed to STEP 3.

### STEP 3

1. If you need to schedule an appointment with the Superintendent, please call the District Office at (414) 747-3900.
2. Convey to the Superintendent the steps you have taken and the results that have brought you to see him/her.
3. Wait an appropriate length of time for a reply or to see changes or a different outcome.
4. If the reply, changes or outcome are to your satisfaction, please thank those responsible.
5. If the reply, changes or outcome are not to your satisfaction, proceed to STEP 4.

### STEP 4

1. Please contact the Superintendent to schedule a meeting with the School Board.
2. Explain your concern to the School Board during a scheduled session.
3. Wait an appropriate length of time for a reply or to see changes or a different outcome.
4. If the reply, changes or outcome are to your satisfaction, please thank those responsible.
5. The School Board responds and makes decisions based on the evidence provided. The Board's decision is final.