

Who To Call in 2018-2019

Over the course of a school year, every parent will have occasions where they need to contact the school about one concern or another. Sometimes this may be just a matter of getting some information, and sometimes it has to do with voicing a concern. **The entire process is streamlined when we contact the right person for the right reason.** When a parent brings a concern to our attention, we will try to address it to the best of our ability, and if we cannot solve the problem ourselves, then we will try to refer you to the person who can. It is always **best to approach the person closest to the problem** in order to address the issue quickly and involve as few people as possible. **Move up the chain of command and involve others only if necessary.** Speaking to people who are not part of the problem or solution, or writing an anonymous letter is a violation of the principles outlined in Matthew 18:15 -17. Limiting the conversation, while being frank and direct, is the best way to maintain our unity as believers.

Here's a quick run-down of "Who To Call" at ACS:

1. **General Information:** The weekly **JAR** has times and dates about upcoming events; **RenWeb** has grades and homework; and the school website (**www.algomachristian.net**) has policies, program information, handbooks, and calendars. Check these places first for general information. If the information is not there, please call the office to speak with one of the **Secretaries: Denise Hammerstrom, Lisa Montgomery, Barb Teis, Kalli Wall, or Kristy Wolters.**
2. **Financial Issues:** Please call **Nicki Mollien**, our **Bookkeeper**, for concerns regarding tuition payments, financial aid, donations, and receipts.
3. **Academic Concerns:** The best source of information about your child and his or her program is your child's **Elementary Grade Teacher** or **Secondary Subject Teacher**. They can tell you about the design of the program and the general expectations for your child as well as the details about specific assignments. For assistance with student progress and support, remedial programs or tutoring, high school course selection, or college applications, contact our **Guidance Counselor, Sherri Vander Meulen**. For transcripts, contact our **Office Manager, Amy Russell**.
4. **Behavior Concerns:** Teachers are also the best place to turn first if your child has misbehaved or is experiencing conflicts with another student. For serious or repeated concerns in these areas, contact **Assistant Principal, Tim Quinlan**, or the **Superintendent, Dr. Hazeltine**.
5. **Athletics & Sports Programs:** For questions regarding our PE classes or intramural sports, contact our **PE Instructor, Derek Delgado**. For questions about the extra-curricular sports teams and games, contact our **Athletic Director, Tim Quinlan**.
6. **Fundraising, Advertising & Recruitment Activities:** Questions, ideas, or concerns related to fundraising, advertising, social media, public relations, alumni relations, special events, and student recruitment should be directed to **Kalli Wall**, our **Development Director**.
7. **Facilities & Transportation:** Concerns or suggestions about the facilities or bussing should be directed to **Tim Quinlan** our **Assistant Principal** or **Rick Russell**, our **Facilities & Transportation Manager**.
8. **Program & Policies:** Any concerns or questions about the overall program of the school or about school policies should be directed to **Dr. Hazeltine**.
9. **Teaching:** If you have concerns about a specific teacher or staff person that you feel cannot be addressed directly with that teacher, speak to **Dr. Hazeltine**.
10. **Serious Matters:** Any concern which cannot be resolved through the above means, or that might cause you to consider not returning for another year, should be taken up with **Dr. Hazeltine**.
11. **Superintendent Decisions:** Parents may appeal a decision of the Superintendent to the Board by sending a letter or email to the **Board President, Kathy Ignasiak**, who will determine whether the concern should be referred to the Board or addressed by the Superintendent.

If you are still not sure who to call, contact the **Office Manager, Amy Russell**, and she will assist you.